

## POSITION DESCRIPTION

### CITY OF COLUMBIANA

An Equal Opportunity Employer

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|                       |                                         |
|-----------------------|-----------------------------------------|
| Job Title:            | WASTEWATER TREATMENT PLANT OPERATOR III |
| Department:           | Service                                 |
| Immediate Supervisor: | Wastewater Superintendent               |
| Positions Supervised: | None                                    |

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#### JOB RESPONSIBILITIES:

Under direction, the Wastewater Treatment Plant Operator III maintains the wastewater treatment facility, including plant, grounds, and related pumping station; conducts laboratory analysis; ensures chemical levels are monitored and maintained; performs inspections; and maintains records, reports, and supplies.

#### Sewer Repair Duties:

Repairs and maintains municipal storm and sanitary sewer lines, performing any combination of following tasks: Inspects manholes to locate stoppage. Runs cleaning hose through hose guide, fits front end of hose with nozzle, using wrenches, and lowers guide into position. Thrusts hose into invert and advances them until auger reaches obstruction. Rotates hose manually. Pulls lever and depresses pedal of machine to advance cleaning tool to encounter obstruction and to rotate hose until obstacle is broken. Retracts hose to drag out obstructions, such as roots, grease, and other deposits. Cleans and repairs catch basins, manholes, culverts, and storm drains, using handtools. Lays brick to raise manhole walls to prescribed street level, using masonry tools. Measures distance of excavation site, using tape measure, and marks outline of area to be trenched according to direction of supervisor. Replaces manhole covers. Updates sewer maps and manhole charting. Drives pickup trucks to haul crew, materials, and equipment. Services, adjusts, and makes minor repairs to equipment, machines, and attachments. Communicates with supervisor and other workers, using radio telephone. Prepares records showing actions taken, human resource and equipment utilization, and disposition of material. Requisitions tools and equipment. GOE: 05.I2.I2 STRENGTH: H GED: R3 M2 L2 SVP: 6 DLU: 86

#### QUALIFICATIONS:

High school diploma or equivalent and a minimum of three (3) years progressive experience in wastewater plant operations or an equivalent combination of education, training and experience. Must possess a valid Ohio driver's license with an acceptable driving record and a Ohio Class III Wastewater Operator's certificate.

#### WORKING CONDITIONS:

The Wastewater Treatment Plant Operator I may be required to work a flexible schedule, including evenings and weekends, will work outdoors and may be exposed to adverse weather conditions.

*An individual who poses a direct threat to the health and safety of himself/herself or others in the workplace will be deemed not qualified for this position*

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|------------------------------------------------|
| Non-Exempt <input checked="" type="checkbox"/> |
|------------------------------------------------|

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|-----------------------------------------------------------------------------------------------|
| Exempt <input type="checkbox"/>                                                               |
| Admin. <input type="checkbox"/> Prof. <input type="checkbox"/> Exec. <input type="checkbox"/> |

## CITY OF COLUMBIANA

| KNOWLEDGE OF:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | SKILLS AND ABILITIES TO:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
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| <ul style="list-style-type: none"> <li>• Department goals and objectives*</li> <li>• Department policies and procedures*</li> <li>• City services*</li> <li>• City NPDES permit*</li> <li>• Public relations principles and techniques*</li> <li>• Interviewing techniques</li> <li>• State and federal employment laws</li> <li>• Supervisory methods</li> <li>• Employee training and development methods</li> <li>• Crisis management techniques</li> <li>• Applicable federal, state and local laws and ordinances</li> <li>• Federal and state EPA requirements</li> <li>• Safety procedures</li> <li>• Inspection and safety evaluation techniques</li> <li>• Sewage treatment methods</li> <li>• Principles and techniques used in water sampling, testing, and treatment</li> <li>• Equipment, materials, and supplies utilized in wastewater treatment operations</li> <li>• Wastewater treatment equipment maintenance and repair requirements</li> <li>• Chemicals used in wastewater treatment</li> <li>• Laboratory techniques and equipment</li> <li>• Hazardous material handling methods</li> </ul> | <ul style="list-style-type: none"> <li>• Estimate time and material requirements</li> <li>• Maintain a positive work environment for employees</li> <li>• Ensure the quality of work as measured against established standards</li> <li>• Identify employee strengths and weaknesses</li> <li>• Improve employee performance through use of coaching and discipline</li> <li>• Interpret and apply applicable laws, regulations, and policies</li> <li>• Interpret plans and specifications</li> <li>• Read and interpret gauges, meters, recording devices, and related monitors</li> <li>• Read and understand technical manuals</li> <li>• Define problems, collect data, establish facts, and draw valid conclusions</li> <li>• Organize, prioritize, and coordinate multiple tasks</li> <li>• Prepare accurate and concise reports</li> <li>• Maintain accurate records</li> <li>• Present a positive image to the public</li> <li>• Develop and maintain effective working relationships with supervisors, department personnel, and the public</li> <li>• Communicate effectively in written and oral form</li> <li>• Maintain confidentiality</li> <li>• Recognize unusual or threatening conditions</li> <li>• Calibrate laboratory equipment</li> <li>• Calculate rates, ratios, and percentages</li> <li>• Perform routine maintenance on equipment</li> <li>• Operate and maintain wastewater treatment plant machinery and equipment</li> <li>• Collect samples and perform routine laboratory tests</li> <li>• Use manual and power tools</li> </ul> |

\*May be acquired after hire.

Date Submitted: July 2001

PREPARED BY GORTZ & ASSOCIATES, INC.

## CITY OF COLUMBIANA

| % OF TIME | ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this position.) |
|-----------|---------------------------------------------------------------------------------------------------------|
|-----------|---------------------------------------------------------------------------------------------------------|

**85% WASTEWATER TREATMENT PLANT OPERATION**

- ★ Performs chemical treatment and purification of wastewater according to established standards and guidelines
- ★ Operates and adjusts pumps, motors, air compressors, and other plant equipment
  - Regulates chemical and wastewater flow rates
- ★ Monitors gauges, dials, graphs, and other instruments, as required
- ★ Performs inspections of plant equipment
  - Inspects lines, mechanical and electrical equipment, boilers, and sludge handling and heating systems
  - Reports findings to appropriate personnel
- ★ Maintains laboratory equipment and supplies
  - Calibrates laboratory equipment
  - Cleans and sterilizes laboratory equipment and supplies
  - Stocks chemicals and supplies
- ★ Performs laboratory analysis of wastewater
  - Collects and analyzes samples
  - Evaluates analysis results
  - Performs chemical and mechanical adjustments, as directed
  - Maintains records of test data
- ★ Performs minor and preventive maintenance on equipment
- ★ Cleans equipment and facilities
- ★ Provides assistance to engineers and contractors during plant upgrades and expansions

**10% LIFT STATION OPERATION**

- ★ Checks and monitors equipment
- ★ Performs minor and preventative maintenance on equipment

**5% MISCELLANEOUS**

- Attends meetings and serves on temporary committees, as requested
- ★ Maintains and increases knowledge and skills through attendance at meetings, conferences, training seminars and in-service training sessions
- Performs additional duties and assignments, as required
- ★ *Denotes an essential function of the job*

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Employee Signature

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Date

Date Submitted: July 2001

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