

AUGLAIZE COUNTY

An Equal Opportunity Employer

POSITION DESCRIPTION

Cover Page 1 of 2

Agency:	Board of Commissioners	Employee Name:	
Class Title:	Wastewater Treatment Plant Operator	Position Title:	Wastewater Treatment Plant Operator I
Class Number:	83213BC	Position Number:	01:810101.0
Dept./Div.:	Sanitary Engineer	Civil Service Status:	Classified
Unit:	N/A	Employment Status:	Full-time
Reports To:	Wastewater Technician	FLSA Status:	Nonexempt
EEO Status:	(08) Service/Maintenance	DOT/O*Net Code:	954.362-010
		Normal Work Hours:	Varies by season

GENERAL DESCRIPTION:

Under direction of sanitary engineer and general supervision of wastewater technician, inspects wastewater treatment facilities to ensure proper operation of plants and equipment; operates and monitors wastewater treatment facilities in accordance with regulatory standards; collects samples, observes meters, gauges, and dials, and records readings; performs various tests to analyze wastewater content and records test results.

QUALIFICATIONS:

 An example of acceptable qualifications:

Completion of secondary education (high school or GED), plus six (6) months skilled maintenance experience; must obtain and maintain Ohio EPA Class I Wastewater License within 12 months of hire; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid Ohio driver's license and maintain insurability under the county's vehicle insurance policy; must obtain and maintain Ohio EPA Class I Wastewater License within 12 months of hire.

EQUIPMENT OPERATED:

 The following are examples only and are not intended to be all inclusive.

Motor vehicle, personal computer, printer, copier, fax machine, telephone, calculator, and other commonly utilized office equipment; laboratory equipment; instruments; pumps, valves; hand tools; field analysis equipment; safety devices; wastewater processing equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

Employee works in the vicinity of floor or wall openings, elevated platforms, and/or runways; ascends and/or descends ladders, stairs, or scaffolds; works in a confined space (e.g., manhole); works in an area in which the means of egress is or can be obstructed; works on and around powered platforms and/or vehicle mounted platforms; is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas; is exposed to possible injury from extremely noisy conditions above 85db caused by blowers, backwashing filters, engines, etc.; is exposed to possible injury from hazardous gases, chemicals, flammables, or air contaminants; is exposed to possible injury from hazardous waste; is exposed to possible injury due to unclean or unsanitary conditions; is exposed to possible injury as a result of electrical shock; has exposure to possible injury as a result of working with moving mechanical parts such as motor shafts, belts, chain on clarifier drive, bar screw, etc.; is exposed to possible injury from explosions; is exposed to possible injury as a result of falling from high places; works

Developed by:

Date Adopted:

Clemans, Nelson & Associates, Inc.

Date Revised:

Dublin, OH 43017

{12/2/2013 PDAUGBC 00125760.DOC }

AUGLAIZE COUNTY

An Equal Opportunity Employer

POSITION DESCRIPTION

Cover Page 2 of 2

Agency:	Board of Commissioners	Employee Name:	
Class Title:	Wastewater Treatment Plant Operator	Position Title:	Wastewater Treatment Plant Operator I
Class Number:	83213BC	Position Number:	01:810101.0
Dept./Div.:	Sanitary Engineer	Civil Service Status:	Classified
Unit:	N/A	Employment Status:	Full-time
Reports To:	Wastewater Technician	FLSA Status:	Nonexempt
EEO Status:	(08) Service/Maintenance	DOT/O*Net Code:	954.362-010
		Normal Work Hours:	Varies by season

around chemicals in containers or in the form of dust, mists, fumes, or vapors; may be exposed to bloodborne pathogens; has occupational exposure to hazardous chemicals in laboratories; has exposure to hot, cold, wet, humid, or windy weather conditions; may be required to work evenings, nights, and/or weekends; lifts and carries objects weighing up to 75 pounds; may be required to move objects weighing several hundred pounds.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered light work.

In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed both the Cover Page(s) and the Inside Page(s) of my position description, and that I understand the contents of the position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)

Date Adopted:

Developed by:
Clemans, Nelson & Associates, Inc.

Date Revised:

Dublin, OH 43017

{12/2/2013 PDAUGBC 00125760.DOC }

AUGLAIZE COUNTY

An Equal Opportunity Employer

POSITION DESCRIPTION

Inside Page 1 of 3

Agency:	Board of Commissioners	Employee Name:	
Class Title:	Wastewater Treatment Plant Operator	Position Title:	Wastewater Treatment Plant Operator I
Class Number:	83213BC	Position Number:	01:810101.0
Dept./Div.:	Wastewater Technician	Reports To:	Sanitary Engineer
Unit:	N/A		

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

- 55% (1) Cleans sand beds at wastewater treatment plants; cleans and maintains grounds around plants and lift stations, including cutting grass; painting lift stations and treatment plants, including fences around facility. Daily plant inspections and pump recordings.
- 30% (2) Assists with the repair and installations of pumps, motors and other equipment used in treatment plants and lift stations; utilizes various hand and power tools to assist with maintenance and repair tasks.
- 10% (3) Assists plant operators with inspection and operation of plant and proper treatment of wastewater; assists with collection of samples and testing; assists with maintenance of daily logs and records of plant operation.
- 5% (4) Performs other duties as required.

MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

Knowledge of: county policies and procedures*; geographic layout of jurisdiction*; department goals and objectives*; department policies and procedures*; proper lifting techniques; safety practices and procedures; OEPA certification/licensure requirements; operation and maintenance of mechanical equipment and processes; wastewater treatment plant operating procedures; wastewater treatment regulations; laboratory equipment and supplies; equipment, chemicals, and other materials used in custodial services; public relations; records management; plant inspection techniques.

Skill in: operation and maintenance of wastewater treatment plant equipment; motor vehicle operation; computer systems operations; use of hand tools.

Ability to: follow policies, procedures, and regulations; check and detect problems in operation; perform routine laboratory field analysis; deal with problems involving several variables within familiar context; recognize unusual or threatening conditions and take appropriate action; read, copy, and record figures accurately; add, subtract, multiply, and divide whole numbers; maintain accurate records; work independently; communicate effectively; define problems, collect data, establish facts, and draw valid

Developed by:

Date Adopted:

Clemans, Nelson & Associates, Inc.

Date Revised:

Dublin, OH 43017

{12/2/2013 PDAUGBC 00125760.DOC }

AUGLAIZE COUNTY

An Equal Opportunity Employer

POSITION DESCRIPTION

Inside Page 2 of 3

Agency:	Board of Commissioners	Employee Name:	
Class Title:	Wastewater Treatment Plant Operator	Position Title:	Wastewater Treatment Plant Operator I
Class Number:	83213BC	Position Number:	01:810101.0
Dept./Div.:	Wastewater Technician	Reports To:	Sanitary Engineer
Unit:	N/A		

conclusions; determine material and equipment needs; read, copy, and record figures accurately; complete routine forms; understand a variety of written and/or verbal communications; prepare accurate documentation; cooperate with co-workers on group projects; lift/carry up to 75 pounds; travel to and gain access to work site; work safely; exhibit and maintain satisfactory work ethics and public relations.

Date Adopted:
Date Revised:

Developed by:
Clemans, Nelson & Associates, Inc.
Dublin, OH 43017

{12/2/2013 PDAUGBC 00125760.DOC }

AUGLAIZE COUNTY

An Equal Opportunity Employer

POSITION DESCRIPTION

Inside Page 3 of 3

Agency:	Board of Commissioners	Employee Name:	
Class Title:	Wastewater Treatment Plant Operator	Position Title:	Wastewater Treatment Plant Operator I
Class Number:	83213BC	Position Number:	01:810101.0
Dept./Div.:	Wastewater Technician	Reports To:	Sanitary Engineer
Unit:	N/A		

POSITION NUMBERS AND CLASS TITLES OF POSITIONS DIRECTLY SUPERVISED:

None.

Developed by:

Date Adopted:

Clemans, Nelson & Associates, Inc.

Date Revised:

Dublin, OH 43017

{12/2/2013 PDAUGBC 00125760.DOC }