

VILLAGE OF ADA
An Equal Opportunity Employer
CLASSIFICATION SPECIFICATION

Class Title: Wastewater Treatment Plant and Water Treatment Plant Operator

GENERAL DESCRIPTION:

Under direction, operates and monitors wastewater and water treatment plants, lift stations, and related facilities in accordance with regulatory standards; collects samples, observes meters, gauges, and dials, and records readings; performs various tests to analyze wastewater content and/or water quality and records test results; performs maintenance and repairs lift stations; inspects equipment to ensure proper operating condition and performs routine maintenance; performs building and grounds maintenance; operates vehicles and medium and light equipment; may be assigned as operator in charge of treatment plant; will be required to be licensed by the Ohio EPA to perform water distribution and/or wastewater collection duties.

QUALIFICATIONS: An example of acceptable qualifications:

Completion of secondary education (high school diploma or GED equivalent); six (6) months skilled maintenance experience, or equivalent; demonstrable ability to understand system of mechanical and technical procedures, maintain accurate records, and perform manual labor; or equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities; will be required to be licensed by the Ohio EPA to perform water distribution and/or wastewater collection duties.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess and maintain applicable OEPA Wastewater Class (I, II, or III) Operator's License and Water Class (I, II, or III) Operator's License; must be and remain insurable under the village's vehicle insurance policy.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all-inclusive:

Laboratory equipment, computer, copier, fax, telephone, scanner, and other standard modern business office equipment, cell phone, pumps, generators, pick-up truck, front end loader, backhoe, tractor, dump truck, snowplow, vac/jet truck, grader, mower, skid loader, bucket truck, weed trimmer, cutoff saw, chain pipe snapper, and other hand and power tools.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The 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 around chemicals in containers or in the form of dust, mists, fumes, or vapors; may be exposed to blood borne pathogens; has occupational exposure to hazardous chemicals in laboratories; has exposure to hot, cold, wet, humid, or windy weather conditions; has exposure to hazardous driving conditions; may be required to work

Developed by:

Date Adopted: 3.11.14 Res. 2014-08 Clemans, Nelson & Associates, Inc.

Date Revised: 4.21.15 Res. 2015-12 Dublin, Ohio 43017

{4/17/2015 CLADAVI 00126536.DOCX }

VILLAGE OF ADA
An Equal Opportunity Employer
CLASSIFICATION SPECIFICATION

Page 2 of 3

Class Title: Wastewater Treatment Plant and Water Treatment Plant Operator

evenings, nights or weekends; lifts and carries objects weighing up to 75 pounds; may be required to move objects weighing several hundred pounds.

ILLUSTRATIVE DUTIES: For purposes of 42 USC 12101:

1. Inspects facility on scheduled basis (e.g., takes and records readings; operates pumps, motors, equipment; adjusts chemical feed flows to ensure adherence to prescribed formulas; checks to ensure UF/NF units have no alarm issues; etc.); controls solids and sludge; controls transfer of sewage from settling tanks to digester; skims grease from settling tanks; pumps sludge; cleans grit channels; regulates CL₂; maintains records reflecting tests performed, adjustments made, readings, problems encountered, and other related data; operates computer to assemble and analyze data; prepares plan evaluations and other reports as required and/or

Backwashes filters; ensures proper levels of above ground storage tanks and plant clearwell are maintained and adjusts pumps.

2. Collects samples, observes meters, gauges, and dials, and records readings; operates laboratory and performs analysis by running various tests to analyze wastewater content; cleans and maintains glassware and other laboratory equipment; records results on laboratory chart; prepares and submits daily records of plant operation; makes independent judgments and makes adjustments to plant operations as dictated by regulatory requirements and/or

Conducts routine tests; cleans and maintains laboratory equipment; records results on laboratory chart; prepares and submits daily records of plant operation; makes independent judgments and makes adjustments to plant operations as dictated by regulatory requirements.

3. Visually inspects equipment to ensure proper operating condition and notifies proper authority of major repair needs; makes minor repairs to pumps, motors, and equipment; cleans and adjusts filters and performs other routine preventive maintenance tasks; checks lift stations for proper operating condition maintains and makes repairs as necessary; performs routine mechanical and electrical work involved with the maintenance, repair, and installation of pumps, motors, feeders, and other related equipment; performs maintenance on equipment and facility (e.g., paints equipment, oils and lubricates machinery, mows grass, performs landscaping and cement work, shovels snow, loads and stores shipments of chemicals); installs, maintains, and repairs sanitary sewer lines, storm sewer lines, deep wells, water tanks, and catch basins.

4. Operates medium and light equipment; ensures equipment is properly maintained; performs maintenance and repairs to village's water distribution system (e.g. repairs or replaces broken waterlines, meters, hydrants, valves, etc.); checks for leaks; responds to customer complaints both during and after regular working hours.

5. Performs daily housekeeping tasks throughout plants.

Developed by:

Date Adopted: 3.11.14 Res. 2014-08 Clemans, Nelson & Associates, Inc.

Date Revised: 4.21.15 Res. 2015-12

Dublin, Ohio 43017

{4/17/2015 CLADAVI 00126536.DOCX }

VILLAGE OF ADA
An Equal Opportunity Employer
CLASSIFICATION SPECIFICATION

Class Title: Wastewater Treatment Plant and Water Treatment Plant Operator

6. Performs special projects, maintenance or clean-up tasks as assigned by supervisor.
7. Maintains all required licensures and certifications.
8. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
9. Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

10. Performs other duties as assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: local geographical area; *department goals and objectives; department policies and procedures; *plant inspection techniques; *safety practices and procedures; water treatment plant operating procedures; wastewater treatment plant operating procedures; safety practices and procedures; wastewater treatment regulations; mechanical maintenance; water distribution systems construction, maintenance, and repair; water distribution systems; chemistry; lab procedures; English grammar and components; water distribution principles and practices; proper lifting techniques; spelling; mathematics, records management; public relations.

Skill in: operation of water testing instruments and/or materials; motor vehicle operation; use of mechanic's tools and equipment; use of bench and/or hand tools; use of modern office equipment.

Ability to: deal with problems involving several variables within a familiar context; understand system of mechanical procedures; 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; demonstrate physical fitness; define problems, collect data, establish facts, and draw valid conclusions; determine material and equipment needs; read, copy, and record figures accurately; complete routine forms; prepare accurate documentation; compile and prepare reports; communicate effectively; maintain records according to established procedures; gain access to the worksite; develop and maintain effective working relationships; perform heavy manual labor; travel to and gain access to work sites with associates, supervisors, and general public; understand a variety of written and/or verbal communications; work flexible hours that may include evenings, nights, or weekends.

Developed by:

Date Adopted: 3.11.14 Res. 2014-08 Clemans, Nelson & Associates, Inc.

Date Revised: 4.21.15 Res. 2015-12 Dublin, Ohio 43017

{4/17/2015 CLADAVI 00126536.DOCX }