

MADISON COUNTY BOARD OF COMMISSIONERS

POSITION DESCRIPTION



CLASSIFICATION TITLE: Wastewater Treatment Plant Operator II

EMPLOYMENT STATUS:	Full-time	REPORTS TO:	Superintendent
CIVIL SERVICE STATUS:	Classified	FLSA STATUS:	Non-Exempt

DISTINGUISHING JOB CHARACTERISTICS

Serves as a Treatment Plant Operator II to Madison County Sanitary Sewer and Water District. This position is responsible for operating wastewater treatment equipment and processes at a wastewater treatment facility; and maintaining sanitary sewer collection systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Each employee is expected to perform essential duties to job performance standards. Reasonable accommodations will be made for otherwise qualified employees with disabilities that are covered by the Americans with Disabilities Act (ADA), in so far as the accommodation does not create an undue hardship on the County. To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below. Reasonable accommodations will be made for disabled persons, covered by the American's With Disabilities Act, in accordance with the requirements of that Act.

- Monitors wastewater treatment and biosolids processing equipment such as pumps, motors, air compressor, blowers, valves, and gates, perform process adjustments as required.
- Inspects plant equipment to detect malfunctions and makes necessary adjustments or minor repairs to correct deficiencies and restore to normal operations.
- Monitors control panels and computer terminals; make adjustments or changes manually to regulate flow of wastewater.
- Observes variations in operating conditions; logs and interprets readings from meters, gauges, charts, and instruments; observes and reports variations in visual appearance, sounds or smells.
- Starts and stops pumps and motors to control flow and processing of wastewater.
- Maintains legible, accurate: records and logs of shift operations; records meter and gauge readings.
- Monitors and controls the application and supply of chemicals, dissolved oxygen or other materials to the treatment and processing of sewage and sludge.
- Collects sewage samples using dipper or bottle and performs laboratory analysis as required.
- Communicates with others performing operations and/or maintenance tasks via phone.
- Performs preventative and minor equipment maintenance including lubrication, pump repairs, minor electrical repairs, painting and maintains records pertaining to tasks.
- Cleans work area including equipment, floors, picks up trash.
- Perform field tests such as ammonia concentration level assessment, percent total solids, temperature, pH, dissolved oxygen, and other related tests.
- May use power tools, hand tools and grease guns in the performance of some job duties.
- Train less experienced operators in functions of specific operational area.
- Requisition! materials and supplies.
- Secures buildings by locking/unlocking doors.
- Performs routine tasks: mows grass, trims hedges, building inspections, custodial functions, removes snow and ice from driveways, doorways, and sidewalks.
- On call 24-hours a day.

OTHER DUTIES AND RESPONSIBILITIES

Performs other duties and task as assigned.

SCOPE OF SUPERVISION

Under general supervision of the Madison County Sanitary Sewer and Water District Superintendent.

EQUIPMENT OPERATED

Water and wastewater plant equipment and operation systems: pumps, generators, pickup truck, front-end loader, backhoe, tractor, dump truck, mower, skid loader, bucket truck, weed trimmer, cutoff saw, chain pipe snapper, jackhammer, compressor, vacuum truck; and other hand and power tools

CONFIDENTIAL INFORMATION AND RECORDS

Indirect access to confidential information.

WORKING CONDITIONS

Wearing personal protective equipment is required, including clothing, gloves, respirators, safety glasses, foot protection and hard hat. May require exposure to adverse environmental conditions, such as confined spaces, heights, weather and noise extremes, pollen, odors, dust, temperature, hazardous materials, machinery, vibrations, high voltage electric currents, traffic hazards, toxic agents, and water hazards.

USUAL PHYSICAL DEMANDS

The following physical demands are typically used and exhibited by employees when performing this job's essential duties and responsibilities. These physical demands help the Commissioner's and otherwise qualified employees or job applicants who have an ADA disability to identify essential job duties that need to be reasonably accommodated; and the type of reasonable accommodation which may be available that does not create an undue hardship on the County.

This position will require to Lift, push, pull or carry up to 50 lbs. 100 lbs. with assistance; sit periodically and for extended periods of time; climb ladders and stairs, reach below knees and above shoulders; kneel and crawl to access work areas; Stand, walk, bend, stoop; reach forward and grasp; Work in loud, cold, hot, wet, dry and dusty environments; both indoors and outdoors and in inclement weather; walk across pathways with open enclosures at heights of 10 to 25 feet; and drive vehicle to provide transportation between job sites.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of operations and maintenance of sewage treatment and water facilities; mechanical and electrical equipment, computer terminal and hand tools; and standard safety practices including OSHA, treatment plant machinery and equipment.

Ability to move whole body quickly and easily, carry and climb ladders, climb through 24-inch diameter manhole and must be able to lift 100 lbs.; understand and follow operating instructions, conduct routine sampling procedures, perform arithmetic calculations, perform a variety of manual labor tasks, and complete safety training as required by federal, state and local standards.

Skill in the operation of basic laboratory equipment and use of basic hand tools and equipment; oral and written communication skills; computer skills; interpersonal skills; and problem-solving skills.

QUALIFICATIONS

A combination of various levels and types of education, experience, training, may qualify a person to perform essential duties of this position. An example of an equivalent qualification is:

- High School Diploma, GED, or equivalent
- **Two** years' work experience in water distribution or wastewater treatment facilities
- Valid **Class II Operator Wastewater** works operator certificate issued by the State of Ohio Environmental Protection Agency (OEPA) and maintain an active certification during employment period. Certificate holder will be added as an Operator of Record with Ohio EPA for all county operated treatment facilities.
- Obtain and maintain a valid **Class B** Commercial Driver's License within **six months** of employment.
- Valid Ohio driver's license.

CONDITIONAL HIRE QUALIFICATIONS

Upon conditional hire, and as a condition of initial employment, the employee is required to submit to and pass a drug test, criminal background check, driving record check, and be insurable under the County’s driving insurance provider guidelines.

Ability to document personal identity and employment eligibility within three days of original appointment as a condition of employment in compliance with Immigration Reform and Control Act (I-9) requirements.

EMPLOYEE UNDERSTANDING

I understand and acknowledge by signing below, that this position description is not contractual, and does not state or imply that these are the only duties and responsibilities to be performed by me. I understand that I am required to follow instructions and perform any lawfully assigned duties required by the Clerk to the Board. I further understand that any of these job duties may be changed, added to or rescinded at the discretion of the County Commissioners. I understand that I am expected to perform all job duties and responsibilities to performance and conduct standards as a condition of my continued employment. I also acknowledge by signing below that this position description has been reviewed with me, and I have been given sufficient opportunity to ask questions and clarify understanding regarding my job responsibilities and performance and conduct standards.

Employee

____/____/____
Date

POSITION DESCRIPTION APPROVAL

President, Board of County Commissioners

____/____/____
Date