



**June 15, 2023**

**NOTICE OF JOB BID**

**THE POSITION FOR ONE**

**CLASS III OPERATOR**

*See attached position description*

**WASTEWATER TREATMENT FACILITY  
CITY OF JACKSON, OHIO**

The hourly rate of pay for a new hire is between \$17.50 and \$26.67 per hour, depending on experience, education, licenses, skill, and knowledge.

**POSTING TO BE COMPLETED AT**

**4:00 P.M. FRIDAY, JUNE 23, 2023**

Respectfully Submitted,

A handwritten signature in blue ink that reads "David Swackhammer". The signature is written in a cursive style and is positioned over the printed name and title.

David Swackhammer  
Service Director  
City of Jackson, Ohio  
[www.jacksonohio.us](http://www.jacksonohio.us)



**JOB DESCRIPTION – CLASS III OPERATOR  
WASTEWATER TREATMENT FACILITY**

**General Purpose**

This position is responsible for the operation of the OEPA Class III Wastewater Treatment Facility and Pretreatment program, sludge management program, performing laboratory testing, and coverage for ORC requirements.

**Essential Functions**

*This list is not exhaustive and may be supplemented as required by changes in the position requirement.*

1. Performs daily operational duties such as operating valves, pumps, controllers, lab testing, recording data in the Operator 10 program, maintaining flow charts and accurate record keeping, and maintain chemical and supply inventory.
2. Interpret and respond to computer based SCADA system and make process adjustments accordingly.
3. Take pH readings, temperatures, oxygen level readings and chlorine residual, take process samples, and maintain chain of custody and operation of auto samplers.
4. Plan and perform the monitoring, inspection and laboratory testing of industrial users, and all sampling in regards to local limitations development as required to meet the OEPA guidelines for the City's approved pretreatment program.
5. Complete technical justification of local limitations as required by the City's NPDES permit.
6. Maintain and verify all results and reports generated and submitted to meet the approved program requirements. Prepare notices of violations for industries that are found non-compliant with their discharge limitations and/or pretreatment requirements.



7. Maintain and evaluate the Sewer Use Ordinance, Enforcement Response Plan and all associated documents in conjunction with State and Federal regulations.
8. Track and interprets all pretreatment program regulations.
9. Evaluate applications for industrial wastewater discharge permits and determine applicable provisions and limitations and evaluate wastewater treatment upsets to identify offending sources.
10. Calculate and report surcharges for high strength loadings and create and maintain spreadsheets, graphs, etc. for logging-all pretreatment data. Data entry into Operator 10 as required.
11. Maintain and operate the sampling equipment necessary to monitor the industrial user and discharges and inventory and maintain the necessary supplies to monitor all industrial users associated treatment plant sampling, etc.
12. Maintain records of the sludge being applied to farm fields. Calculate and monitor the application rates for each authorized land application site and complete Data Sheets and all reporting to the OEPA for authorization of sludge to farm fields and any other reporting necessary as required by the OEPA.
13. Perform regular maintenance, sludge bed cleaning, and any other duties as assigned by the Chief Plant Operator and Department Head.

### **Knowledge, Skills and Ability**

The following list suggests those skills and abilities, which are typically useful in carrying out the essential functions above. The employer willingly accepts other skills and abilities, which may also accomplish the essential functions.

1. Knowledge of water treatment plant operations, including ability to monitoring, maintaining, and operating SCADA system, lab sampling, digesters, sludge, water flow, clarifiers and oxidation ditches, chemical needs, updating reports and logs,



2. Plan and organize all pretreatment activities, work independently and manage both time and equipment resources.
3. Establish and maintain effective working relationships with the City Treatment Plant staff, industry representatives, OEPA, farmers and the general public.
4. Learn/Cross-train on the operations of the City's Water Treatment Facility.
5. Stay up-to-date on all pretreatment regulations both State and Federal.
6. Work with computer based documents, spreadsheets with calculations, graphs, reports, etc.

### **Education, Certifications and Licenses**

High School Education or equivalent GED

Associate degree in a science field or four or more years' experience in wastewater treatment and/or industrial background.

Class II or III certified operators will receive priority over other Class operators to ensure OEPA operators are in place, per EPA requirements.

Candidates with Class I will have 18 months to obtain Class II and must have Class III within 36 months. Candidates with Class II will have 24 months to obtain Class III.

Complete the PRETREATMENT FACILITY INSPECTION training program and the OIT (Operator in Training) program within the first 12 months.

Obtain a Pretreatment Inspector Certification within 36 months completion of the Pretreatment Facility Inspection and OIT training programs.

### **Working Conditions**



Must work outside in temperature extremes dictated by the weather season and clean sludge beds continuously until clean.

Ability to lift 50 lbs, and perform job functions in a treatment plant and/or industrial environment (i.e. loud noise levels, dust, fumes, and odors).

Ability to wear SCBA – where applicable.

Maintain current Safety training as required by the City of Jackson.

Temporarily assume the assignments of other staff members in order to meet the Treatment Plant requirements.

Required to serve as the Department Safety Committee Representative (rotated position).

Respectfully Submitted,

David Swackhammer  
Service Director  
City of Jackson, Ohio  
[www.jacksonohio.us](http://www.jacksonohio.us)