



CITY OF KENT, OHIO

CIVIL SERVICE COMMISSION ■ 930 OVERHOLT RD. ■ KENT, OHIO 44240 ■ 330-678-8101

THE KENT CIVIL SERVICE COMMISSION ANNOUNCES AN OPENING FOR THE POSITION OF **Water Reclamation Chief Operator**

Salary: **\$30.07 - \$36.56/hr + \$201 biweekly license pay**

The Chief Operator must possess Ohio Class III Operator "Wastewater Works" certification and must have a minimum of five (5) years experience as a skilled wastewater plant operator. A copy of the certification must be provided at the time of submitting the Civil Service application.

APPLICATION:

Applications and information are available Monday through Friday from 8:00 am to 4:00 pm at the City of Kent Service Administration Complex, 930 Overholt Rd., Kent, Ohio (at the fork in the road at Cherry and Overholt). Both application and information are also available on the City of Kent's web site:

<http://kentohio.org/Jobs.aspx>

APPLICATION DEADLINE

Applications may be emailed to john.seidel@kentohio.gov or mail to attn: Civil Service 930 Overholt Rd Kent, OH 44240.

RESPONSIBILITY

Under general supervision of the Water Reclamation Facility Manager, is responsible for performing semi-skilled and skilled tasks in the operation and maintenance of a Water Reclamation Facility designed to meet local and state EPA regulations, including the treatment of wastewater to prevent pollution of receiving waters. The Chief Operator will perform the duties of a Plant Operator and the additional responsibilities outlined below.

ADDITIONAL RESPONSIBILITIES

Coordinates plant operations on a daily basis; takes responsible charge of the plant in the absence of the Water Reclamation Facility Manager; supervises the work of assigned personnel; furnishes operational guidelines for personnel; prepares and assigns work schedules.

Inspects plant to determine efficiency of operation, cleanliness, and maintenance requirements; inspects and reviews operating logs and records and determines what changes may be necessary in operating routines; confers with Water Reclamation Facility Manager before process changes are implemented.

Ensures that treatment standards are enforced; determines remedial action in emergencies; requisitions chemicals and supplies; prepares reports and maintains records.

Assists in conducting training programs; assist in budget preparation.

TYPICAL TASKS (Illustrative Only)

Operates pumps, primary and secondary clarifiers, detritus, grit removers, DAF, belt press, aeration tanks and blowers, and cleans bar screens.

Maintains proper chemical balances for wastewater treatment operations including the unloading of chemicals, filling chemical containers, replacing chlorine tanks, and adjusting chemical levels to maintain proper chemical control.

Inspects interior and exterior plant equipment including pits and tanks, digesters, boilers and heaters, and lift stations located outside of the major plant facility.

Repairs and maintains all equipment at the Water Reclamation Facility and the lift stations.

Operates and drives dump truck; transports sludge cake to specified locations. Maintains custodial care of the Water Reclamation Facility including interior and exterior equipment controls; paints and cleans major building areas and lift station locations; maintains grounds surrounding Water Reclamation Facility structures.

Controls operational maintenance by changing charts, reading and recording gauges and dials, runs specific tests as assigned by supervisor, and performs related tasks as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS

Incumbent is expected to use independent judgment when resolving work problems and interpreting general policies and procedures, including State EPA operational procedures.

SPECIAL REQUIREMENTS

Incumbent is expected to keep himself/herself in physical condition sufficient to perform moderate physical labor over a sustained period of time. Incumbent must be willing to work split or varied shifts. Must possess a valid Class B Commercial Drivers License and have good driving record at the time of hire and be able to maintain such good record at all times in accordance with the City's Motor Vehicle Safety and

Usage Policy. Must possess Class III Wastewater Works Operator's Certification as issued by the Ohio Environmental Protection Agency and be willing to work towards and obtain an Ohio Environmental Protection Agency Class IV Wastewater Works Operator's Certification within four (4) years.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of mechanical equipment or equivalent experience in a related field; ability to make simple arithmetic computations; ability to read and interpret gauges and meters accurately; ability to understand oral and written directions; ability to lift 50 pounds; ability to maintain accurate written records; ability to develop and maintain effective working relationships with associates, City officials, and the general public.

ESSENTIAL JOB FUNCTIONS

1. Use sound judgment to monitor and insure that operational performance standards are in compliance with the NPDES permit limits.
2. Performs analytical laboratory testing and maintenance testing to recommend technical or procedural modifications to the treatment processes, equipment and/or pump stations.
3. Review data and prepare daily, weekly, monthly and/or annual reports on various functions related to the water reclamation facility.
4. Supervise, provide technical guidance, train and develop subordinates in the proper operation and maintenance of the water reclamation facility and pump stations.
5. Assist the Water Reclamation Facility Manager with annual budget preparation and long range cost expenditures.
6. Visually and audibly inspect both interior and exterior plant equipment for proper operation by walking through the plant facility, climbing up and down stairways, climbing up and down ladders, climbing onto roofs, and entering confined spaces.
7. Lean over a variety of tanks and collect samples of wastewater and sludge for analysis.
8. Effectively monitor and coordinate operational activities including, but not limited to, reading gauges, dials, graphs, recording data, starting and stopping various wastewater treatment equipment such as pumps, digesters, clarifiers, blowers, and valves.
9. Adjust a variety of wastewater treatment equipment, such as but not limited to, pump flow rates, boiler pressures, valves, chemical feed rates, and aeration rates.
10. Perform wastewater laboratory analyses and make mathematical calculations.
11. Lift items up to 50 lbs.; be able to climb and work from stairs, ladders, and/or scaffolding; bend, crawl, and walk a distance up to 1 mile.
12. Clean, maintain and repair a variety of wastewater plant equipment found in a water reclamation facility.

13. Maintain the grounds of the facility and pump stations by mowing, weed eating, etc.
14. Operate dump trucks, pickup trucks, forklift, drills, saws, and a variety of other hand tools.
15. Work varied shifts.
16. Work in cold weather, hot weather, and other unfavorable weather conditions.
17. Produce handwritten communications, type on a computer or typewriter, operate office equipment such as fax machine, copier, or other light office equipment.
18. Have sufficient vision to complete handwritten forms, read and write the English language, and maintain public records.
19. Possess a high school diploma or equivalent.
20. Have sufficient hearing to identify warning signals, buzzers, and/or other audible safety devices.
21. Possess the knowledge and willingness to execute proper safety procedures as outlined in the City of Kent safety policies.
22. Have the ability to conduct effective oral and written communications with co-workers, management, and the general public.
23. Possess a valid State of Ohio Class B commercial driver's license and have and maintain a good driving record in accordance with the City's Motor Vehicle Safety and Usage Policy.
24. Possess an Ohio EPA Class III Wastewater Works certification and obtain an Ohio EPA Class IV Wastewater Works certification within four (4) years of beginning the position.
25. Work safely with the various industrial chemicals found in a water reclamation facility.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment contract and is subject to change as the needs of the employer and requirements of the job change.

The City of Kent provides equal employment opportunities and does not unlawfully discriminate on the basis of age, race, color, religion, sex, national origin, ancestry, military status, familial status, disability, gender identity, or sexual orientation in all employment practices in accordance with applicable federal, state and local laws.