

**ALLEN COUNTY**  
2024 Job Description

**JOB TITLE: CLASS III WASTEWATER OPERATOR**

<b>HOURLY RATE:</b> \$31.56	<b>DEPT:</b> Sanitary Engineering
<b>EMPLOYEE NAME:</b> _____	<b>DIVISION:</b> Wastewater Treatment
<b>SUPERVISOR:</b> WWT Superintendent	<b>EMP STATUS:</b> Full Time
<b>FLSA STATUS:</b> Non-Exempt	<b>CS STATUS:</b> Classified
<b>NORMAL WORK HOURS:</b> 7:30 A.M. to 3:30 P.M. Monday through Friday	

**General Purpose of Job**

This is skilled work in the operation of a wastewater treatment plant on an assigned shift. Work of this class involves working with the chief operator and/or more limited skilled assistants in the performance of a variety of tasks pertinent to the operation and maintenance of a wastewater treatment plant facility and its appurtenances.

Work requires a thorough understanding of a wide variety of mechanical, chemical and biological processes and related equipment as well as an awareness and alertness regarding operational modifications, which may be necessary in emergency situations. Although a Chief Plant Operator is usually available or on call, an employee of this class generally performs all operation and maintenance tasks with considerable independence.

This person will be required to survey, evaluate and give an opinion on all process control data. In the absence of the chief operator and superintendent he/she shall make such extra-ordinary emergency decisions as are necessary for the continuous and proper operation of the plant. Such decisions shall be made in compliance with wastewater treatment standards established by local, state and federal agencies. Work is reviewed by the Chief Operator to which it contributes to a satisfactory team effort in operating and maintaining the plant.

**Essential Duties and Responsibilities** include the following. Other related duties may be assigned.

**75% Operational and Maintenance Duties**

- A worker of this classification will be expected to perform any duties of all lesser positions within the Wastewater Treatment Division.
- Observe variations in operating conditions, interpret analytical test results and determine process control requirements / changes that may be used by the Chief Plant Operator.
- Understand the process control and operation of your assigned plant.
- Must know at all times the status of the complete wastewater treatment system.
- Collect and analyze samples as required by the Chief Plant Operator.
- Know and understand your assigned plants NPDES Permit and Permit Limits.
- Support the Chief Plant Operator at your assigned plant, and be understanding of his/her goals and objectives.

20% **Administrative**

- Assist in generating monthly operational reports, keep accurate records up to date and produce reports as required by management.
- Operate computer by entering and retrieving data using various software programs.
- Must be able to schedule and reschedule maintenance duties using computer maintenance program, always working with the Chief Operator to set priorities.
- Will be required to conduct all routine office work to facilitate daily operations.

5% Other Duties Assigned

**Supervisory Responsibilities**

None

**Qualification Requirements**

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty. Reasonable accommodations will be made for disabled persons, covered by the Americans with Disabilities Act, in accordance with the requirement of that Act. Must be able to work as a team player and be able to adapt to changing working conditions and/or goals of the department.

**Education and/or Experience**

High school graduate or equivalent.

Successfully completed OTCO Advanced Wastewater Treatment Course.

Have five (5) years of progressively responsible work in the operation and maintenance of a wastewater treatment plant or an equivalent combination of training, education, and experience.

**Language Skills**

Ability to read, analyze, and interpret common technical manuals. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to effectively present information to management. Ability to follow oral and written instructions.

**Mathematical Skills**

Ability to calculate figures and amounts to satisfactory complete all documents required by county, state and federal agencies.

**Reasoning Ability**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**Certificates, Licenses, Registration**

Class A Commercial Driver's License with Tanker, Air Brakes, and Standard Transmission Endorsements as issued by the State of Ohio.

Possession of a Class III Wastewater Treatment Plant Operator Certificate as issued by the State of Ohio Environmental Protection Agency.

**Physical Demands:**

The physical demands described herein are representative of those, which must be met by an employee to successfully perform the essential functions of this job. Will be required to do prolong standing; lift up to 50 lbs; load and unload 100 lb. from truck; work in permit and non permit required confined spaces, i.e. open trenches and manholes; move 650 lb. drums with handcart; wear supplied uniform at all times; wear proper safety clothing and gear when needed; shovel snow; run 90 lb. jack hammer; dig trenches by hand; work in all climates of outdoor weather; work variable hours based upon work load and schedule; work weekends and holidays; follow the policy and procedures set forth by the Allen County Sanitary Engineering Department; be on call 24 hours a day seven days a week. Will be required to perform all job tasks using Federal, State and County safety guidelines and precautions. Will be required to respond to emergency callouts in accordance with callout policy and procedures.

All time off of work will be scheduled in accordance with the AFSCME union contract agreement.

**This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this position, who will be required to follow instructions and perform any duties required by the employee’s supervisor or designee.**

MANAGEMENT APPROVAL:

---

Sanitary Engineer Signature Date

EMPLOYEE RECEIPT AND AGREEMENT

---

Employee Signature Date

By signing above, the employee acknowledges receipt of this job description. The employee agrees that the description herein accurately describes the duties of the classification and understands the percentages assigned may fluctuate with workload.