

CITY OF BELLEVUE

An Equal Opportunity Employer

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POSITION DESCRIPTION

Class Title:	Waste Water Treatment Operator I (Licensed)	EEO Job Category:	04
Class Number:	180200	Position Title:	Waste Water Treatment Operator I (Licensed)
Dept./Division:	Waste Water Department	Civil Service Status:	Classified
Unit:		Employment Status:	Full-Time
Reports To:	Waste Water Superintendent	FLSA Status:	Non-Exempt
Class # of Supv.:	180300	Pay:	Hourly

QUALIFICATIONS

Any combination of training and work experience which indicates possession of the knowledge, skills, and abilities listed below. An example of an acceptable qualification for this position:

Completion of secondary education (high school or GED), supplemented by training, experience, or coursework in waste water treatment, or a related field; must be insurable under the City's vehicle insurance policy; must possess a valid State of Ohio Class I Waste Water Treatment license.

LICENSURE OR CERTIFICATION REQUIREMENTS

Must possess and maintain a valid State of Ohio Commercial Driver's License (CDL) and remain insurable under the City's vehicle insurance policy; must possess a valid State of Ohio Class I Waste Water Treatment license.

EQUIPMENT OPERATED

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

Pumps, electronic equipment, lawn mower, snow blower, sludge press, end loader, jetter, and various laboratory equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS

The employee: works in and around sewers and unsanitary conditions; works with chemicals; works around motorized equipment; is exposed to gas, noise, fumes, and wet walking surfaces; works in inclement weather conditions (e.g., snow, sleet, rain, etc.); is exposed to traffic.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered medium work.

Date Adopted: _____

Developed by:

{4/11/2006 PDBLVC1 00026218.DOC}

Date Revised:

Clemens Nelson & Associates, Inc.

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POSITION DESCRIPTION

Class Title:	Waste Water Operator (Licensed)	Normal Hours:	Varies
Class Number:	180200	Position Title:	Waste Water Operator (Licensed)
Dept./Division:	Waste Water Department	Reports To:	Waste Water Superintendent
Unit:		Class # of Supervisor:	180300

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION

For purposes of 42 USC 12101:

1. Operates and monitors water pollution control plant in accordance with established operating procedures; inspects facilities on scheduled basis to ensure proper operation of plant and equipment (e.g., reads meters, gauges, and dials and maintains logs, etc.).
2. Controls the transfer of the volume of sewage sludge by means of valves, pumps, and transfers; regulates chemical feeds and replenishes chemicals or replaces chemical containers; starts and stops motors, filters, and other equipment; adjusts valves and regulates equipment to maintain maximum efficiency.
3. Services and performs preventive maintenance on equipment; cleans and adjusts machinery and equipment (e.g., lubricates parts, changes packing, cleans feeders, etc.); reports need for major equipment repair; performs janitorial and groundskeeping duties.
4. Draws samples from various locations and performs routing laboratory analysis.
5. Prepares and maintains records and reports related to plant operation and activities; performs other related duties as required.
6. Maintains personal and professional competence and awareness; maintains required certifications and licenses.
7. Performs custodial maintenance; tank cleaning; mows grass, paints, washes windows, dusts, mops, etc.; handles hazardous chemicals such as acid, lime, alum, caustic soda, polymer, and other chemicals as required.
8. Demonstrates regular and predictable attendance.

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Unit:		Class # of Supervisor:	180300

9. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

OTHER DUTIES AND RESPONSIBILITIES:

1. Performs any and all other related duties as assigned or directed in order to promote, further, and ensure the effective and efficient operation of the City of Bellevue.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*Indicates developed after employment)

Knowledge of: City of Bellevue policies and procedures; waste water treatment plant operating procedures;* equipment utilized in treatment processes; regulatory standards;* custodial methods; hazardous chemicals; safety practices and procedures; laboratory testing methods and procedures;* laboratory equipment and supplies.*

Skill in: use of maintenance repair tools; motor vehicle operation.

Ability to: recognize unusual conditions and take appropriate action; deal with problems involving several variables in a familiar context; add, subtract, multiply and divide whole numbers; maintain accurate records; gather, collate, and/or classify information about data and/or things; prepare meaningful, concise, and accurate reports; understand system of mechanical procedures; operate, inspect, and perform routine maintenance of water pollution control plant machinery and equipment; understand technical manuals and verbal instructions.

CLASS TITLES OF POSITIONS DIRECTLY SUPERVISED

Date Adopted: _____

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Position will remain open until filled. Please send resumes to:

500 Great Lakes Parkway, Bellevue, Ohio 44811, or emailed to WPC

Superintendent Kegan Lilly at kegan.lilly@cityofbellevue.com