



City of New Philadelphia, Ohio

JOB DESCRIPTION

Division/Department: Wastewater

Location: Wastewater Treatment Plant

Job Title: Chief Operator

Reports To: Wastewater Superintendent

Supervises: Plant Operators and other plant personnel.

Hours: 40 per week, as scheduled by supervisor.

EXEMPT

NON-EXEMPT

BARGAINING

NON-BARGAINING

SUMMARY OF POSITION

Assists in the operation and the maintenance of City's Wastewater Treatment Plant.

EDUCATION REQUIREMENTS

- High school diploma or GED, or equivalent training or experience.
- Reasoning:
 - Ability to solve practical problems.
 - Interpret a variety of written and oral instructions.
- Mathematical:
 - Ability to perform ordinary mathematical and algebraic procedures in standard, practical applications.
 - Basic computer skills.

CERTIFICATION AND/OR LICENSURE REQUIREMENTS, KNOWLEDGE, SKILLS, AND ABILITIES

- Currently hold a valid Ohio CDL Driver's License, Class B, with manual transmission and airbrake endorsement.
- Candidates must currently possess OEPA Class II Wastewater. Must be able to obtain an OEPA Class III Wastewater Operator license within 12 months from start date. There is not an inherent right to this job if successful passage of licensure requirements is not completed within the specified timeframe.
- Ability to display mechanical aptitude.
- Ability to frequently bend, squat/kneel, twist/turn, and reach above shoulder.
- Ability to occasionally climb, type on keyboard, and work with cold and hot substances.
- Ability to frequently lift up to 20 pounds.
- Ability to occasionally lift 21 to 100 pounds.
- Ability to sit for 2 hours with break.
- Ability to walk and stand 3 hours with break.

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SPECIFIC DUTIES INCLUDE, BUT ARE NOT LIMITED TO:		
<ul style="list-style-type: none"> • Supervises and coordinates activities of plant operators and other plant personnel. • Supervises a wide variety of maintenance and repair tasks on machinery, equipment, buildings, structures, and grounds. • Works with the head mechanic to establish and operate a preventative maintenance program. • Consults with supervisor and/or manufacturer’s representatives on difficult or complicated repairs. • Analyzes and evaluates operating and maintenance procedures and aids in developing new or improved practices. • Inspects plant frequently to determine efficient operation, cleanliness, and maintenance requirements. • Assists in developing and conducting training and safety program. • Prepares reports and maintains records. • Determines remedial actions in emergencies. • Requisitions supplies and equipment for the operation of the plant. • Can be expected to work at any time and will work shifts. • May be required to perform duties of a Wastewater Operator when needed. • Consistently checks and responds to incoming email communication. • Performs other work or duties assigned by supervisor or designee. <p>► Responsibilities and tasks outlined in this document are not exhaustive and may change as determined by the needs of the City.</p>		
WORK EXPERIENCE REQUIREMENTS		
<ul style="list-style-type: none"> • Possess the necessary skills in the safe operation of equipment, per job description. • Ability to communicate effectively both orally and in writing in the English language. • Ability to perform all required duties, both mentally and physically. • Ability to maintain working relationship with other workers. • Ability to work independently and is self-supporting. • Displays discipline and focus in the work environment. • Must update skills as required. 		
REVIEWED BY	Brian Myers	<i>Title: Wastewater Superintendent</i>
APPROVED BY	Ron McAbier	<i>Title: Service Director</i>

An employment application may be downloaded from our website at www.newphilaoh.com. The application should be submitted either by mail (or scanned and emailed) to the following address:

The City of New Philadelphia
Human Resources Department
150 East High Avenue
New Philadelphia, OH 44663
330.364.4491 x1245
lmckain@newphilaoh.com

The City of New Philadelphia is an Equal Opportunity Employer (EOE), Minority/Female/Veteran/Disabled, offering a great work environment, challenging career opportunities, and competitive compensation.

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Chief Operator - Wastewater