



City of New Philadelphia, Ohio

JOB DESCRIPTION

Division/Department: Wastewater

Location: Wastewater Treatment Plant

Job Title: Licensed Operator

Reports To: Wastewater Superintendent

Supervises: N/A

Hours: 40 per week, as scheduled by supervisor.

EXEMPT

NON-EXEMPT

BARGAINING

NON-BARGAINING

SUMMARY OF POSITION

Performs necessary protocols to control flow and processing of wastewater.

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 I Wastewater license, or Operator-in-Training Class I Wastewater license.
- Ability to demonstrate a 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 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"> • Operates treatment facilities to control flow and processing of wastewater. • Monitors SCADA system and control panels. • Observes variations in operating conditions and interprets meter readings. • Operates valves and gates either manually or by remote controls: starts and stops pumps to control and adjust flows and treatment processes. • Maintains a shift log and records meter reading and gauge level readings. • Performs sampling and routing laboratory testing and analysis. • Performs routine maintenance and custodial duties. • May be required to work with Sewer Department personnel, if needed. • Responsible for operations in absence of supervisory personnel. • Performs general maintenance and repairs on buildings, structures, and grounds such as wall, roof, and road repair. • Assists supervision in training of new employees. • Observes safe work practices and ensures that work done does not endanger others. • Performs custodial duties and painting, as required. • Consistently checks and responds to incoming email communication. • Performs other work or duties assigned by supervisor. 		
<p>► <i>Responsibilities and tasks outlined in this document are not exhaustive and may change as determined by the needs of the City.</i></p>		
WORK EXPERIENCE REQUIREMENTS		
<ul style="list-style-type: none"> • Possess the necessary skills in the safe operation of equipment, per job description. • Must update skills as required. • 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. • Can be expected to work at any time and will work shifts. • Ability to work independently and is self-supporting. • Displays discipline and focus in the work environment. 		
REVIEWED BY	Brian Myers	<i>Title:</i> Wastewater Superintendent
APPROVED BY	Ron McAbier	<i>Title:</i> Service Director

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.