



The City of Rittman Offices

30 North Main Street
Rittman, Ohio 44270
330-925-2045
www.rittman.com

Bobbie Beshara
City Manager
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Position: Water Treatment Plant Operator of Record
Salary: \$51,355.20-54,995.20

GENERAL DESCRIPTION OF WORK:

The Water Treatment Plant Operator of Record operates, monitors, maintains and trouble shoots the Water Treatment facility and its processes. This position involves responsibility for the technical aspects of plant operations, compliance with State and Federal operating regulations. Work is performed with considerable independence under the direction of the Utilities Director, subject to review through reports and results achieved.

ESSENTIAL JOB FUNCTIONS:

- Perform all aspects of sampling, monitoring and testing required to maintain compliance with Federal, State and Local regulations governing the water treatment process.
- Order and keep up with all chemicals used in the water treatment process.
- Assist in the performance of regular and unscheduled maintenance and repairs on all plant equipment and machinery.
- Send all applicable and required reports monthly to Ohio EPA.
- Conduct necessary weekend checks of the treatment process and as well as, make recommendations for repairs and improvements to this system.
- Must be able to perform and document various tests required by State and Federal agencies for the operation of a Water Treatment Plant.
- Must perform daily checks on the water treatment process.

MINIMUM QUALIFICATIONS: KNOWLEDGE, SKILLS AND ABILITIES:

- Have working knowledge of the machinery used for the Water Treatment Plant.
- Have a working knowledge of mechanical equipment and the ability to diagnose and correct equipment malfunction
- Have a working knowledge of basic machinery preventative maintenance and repair.
- Have a basic knowledge of State and Federal rules governing discharges and worker's safety
- Have the ability to work with independence and to make routine decisions on the operation of the plant processes and equipment during the Utilities Director's absence.

EDUCATION, CERTIFICATIONS AND EXPERIENCE

- Must possess An Ohio EPA Water Treatment Plant Operator's Class II license
- Maintain a Class A Driver's License
- Proficient with Microsoft Office and Excel
- Understanding of GIS is preferred

ADA COMPLIANCE

PHYSICAL ABILITY: Tasks require the ability to use both hands and all fingers for climbing, walking, bending and crawling. Driving and the operation of a vehicle to provide transportation between job sites is a requirement. The ability to walk, stand, stoop, lift and reach are required. Must be able to lift seventy-five (75) pounds.

MARGINAL/SECONDARY JOB FUNCTIONS:

- Performs other reasonably related duties as assigned by immediate supervisor or other management personnel
- In case of emergency or crisis situation (hurricane, flood, etc.) position is required to respond/perform recovery duties as assigned by immediate supervisor

“The City of Rittman is an Equal Opportunity Employer.” In compliance with the American Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Please email resume to joanchallinor@rittman.com or call 330-925-2045 for any questions.