

# SOUTHWEST LICKING COMMUNITY WATER & SEWER DISTRICT

**MAILING ADDRESS:**  
P.O. Box 215  
Etna, Ohio 43018

**ADMINISTRATIVE OFFICE:**  
8675 York Road SW  
Pataskala, Ohio 43062

**PHONE:** 740.927.0410  
**FAX:** 740.927.4700  
**WEBSITE:** [www.swlcws.com](http://www.swlcws.com)



## JOB POSTING – Wastewater System Lead Operator (Operations) Posted: September 18, 2023

The Districts wastewater treatment department has an opening for the following position:

Job Title: Wastewater System Lead (Operations)  
Starting Salary: \$35.28/hour

Interested candidates should submit a resume and cover letter to CJ Gilcher, Utilities Superintendent. This posting will remain open until October 20, 2023 or until filled.

### **JOB SUMMARY**

This is a skilled position responsible for on-site supervision of the technical operations and maintenance of the Wastewater System.

### **ESSENTIAL JOB FUNCTIONS**

- Prepares daily, weekly, and monthly reports for the state or federal EPA, as well as any other reports that may affect the performance of the Wastewater System.
- Ensures that the Wastewater System remains in compliance with all local, county, state, and federal regulatory requirements.
- Organizes, supervises, and coordinates the daily activities of Wastewater System operators involved in system operation and maintenance.
- Submits requisitions for equipment, parts, and supplies needed to maintain proper system operations.
- Provides recommendations and technical advice to the Wastewater System Supervisor (WWSS).
- Assist in evaluating the needs of the department and submits the appropriate yearly budget recommendations.
- Fosters and maintains good working relations and communications within the Wastewater Department, other departments, and public.
- Provides training for employees of lower classifications and keeps the WWSS thoroughly informed on all matters pertinent to the Wastewater System.
- Analyzes and resolves work problems and assists employees in solving problems.
- Interprets District policies for employees and enforces safety regulations.
- Interprets specifications, blueprints, and job orders for employees and assigns duties.
- Confers with the WWSS to coordinate activities with other District departments.
- Inspects work progress and completion to determine compliance with standard operating procedures and regulatory requirements.
- Participates in the on-call emergency operator rotation.
- Makes every effort to improve employee morale, motivation, and job skills.
- Tracks preventative and periodic facility maintenance and the administration of computerized maintenance database.
- Ensures all repairs are completed in a timely manner.

- Responds to all Wastewater System customer complaints.
- Responsible for all activities related to the on-going Infiltration/Inflow Removal Program and Sanitary Sewer Overflow Program.
- Responsible for pump stations and piping network.
- Gathers and compiles the necessary data to complete monthly and annual compliance reports.
- Reviews plans and provides input on Wastewater System improvements and modifications.
- Prepares and generates process and maintenance bench sheets.
- Responsible for the administration and application of all site-specific manuals and plans, including the facility and equipment operations and maintenance manuals.
- Conducts daily review of SCADA system regarding Wastewater System activities.
- Additional duties and support as required by the WWSS, Utilities Superintendent, and General Manager.

### **COMPETENCIES**

- Detail-oriented, disciplined, accountable for results, and strong decision-making ability.
- Works well with others, great team player, and handles conflict/change with an open mind.
- Strong organizational and time-management skills, with the ability to prioritize tasks.
- Strong oral and written communication skills.
- Ability to read meters and charts accurately.
- Ability to understand and follow detailed equipment operating procedures.
- Ability to instruct subordinates in gaining a better understanding of the theory and operations of wastewater collections and pumping systems.

### **MINIMUM QUALIFICATIONS**

- Comprehensive knowledge of the principles, materials, and equipment used in the Wastewater System.
- Comprehensive knowledge of the principles and practices involved in the operation of large electric motors, pumps, and other electrical and mechanical equipment.
- Valid Ohio Driver's License.
- High School Diploma or equivalent required.
- Class II Wastewater Works Operator Certification or higher as issued by the Ohio EPA.
- Minimum of 3 years' experience in operating a Wastewater Collections System preferred.
- Minimum of 2 years' experience in a supervisory capacity preferred.

### **WORK ENVIRONMENT**

This job operates both inside and outside in heat/cold, wet/humid, and dry/arid conditions. Frequently required to use personal protective equipment to prevent exposure to hazardous materials.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms.

Occasionally ascends/descends a ladder during on-site inspections. Constantly works in outdoor weather conditions.

This position requires the ability to occasionally lift up to 50 pounds.

**POSITION TYPE / EXPECTED HOURS OF WORK**

This is a full-time position, and hours of work and days are Monday through Friday, 7:30 am to 4:00 pm. Hours are subject to change based on business needs.

To Apply: Please submit your resume and cover letter detailing your credentials, experience, and references:

Mail: Southwest Licking Community Water and Sewer District  
c/o: CJ Gilcher, Utilities Superintendent  
P.O. Box 215  
Etna, OH 43018

Email: [cgilcher@swlcws.com](mailto:cgilcher@swlcws.com)

All resumes submitted within the timeframe noted above will be reviewed and considered for qualifications. The Southwest Licking Community Water and Sewer District reserves the right to determine if an applicant meets the essential qualifications of the open position.

The SWLCWS District is an equal opportunity employer.