

Carrollton Wastewater Department Job Description

Title: Assistant Superintendent

Reports to: Wastewater Superintendent

Based at: Carrollton Wastewater Department. Works in Wastewater Plant and Wastewater Collection.

Job purpose: To remove harmful pollutants from Domestic and Industrial waste so that it can be safely returned to the environment. Oversees operations and other employees in absence of Superintendent.

Responsibilities:

- Read and interpret meters and pumps to make sure the plant equipment and processes are working properly.
- Transfer hazardous and non-hazardous chemicals; adjust, repair and monitor chemical feed equipment.
- Collect samples of wastewater, perform chemical and biological laboratory analysis as required by Environmental Protection Agency.
- Make repairs to sewer lines, valves and related equipment.
- Inspect sewer connections, extensions and repairs made by contractors.
- Perform preventive maintenance and repairs to equipment.
- Operate common hand and power tools.
- Paint buildings and equipment.
- Traffic control.
- Perform preventive maintenance and repair work in confined spaces (manholes, tanks, pits ect.)
- Manage customer complaints according to department procedures.
- Computer skills for EPA reporting and letter writing.
- Insure that EPA mandated tests are performed (in house and contracted)
- Any other duties the Mayor, Village Administrator, or Superintendent requires or requests.

Working conditions:

- Waste water treatment plant and system employees work both indoors and outdoors and may be exposed to noise from machinery and unpleasant odors. The work is physically demanding and is often performed in unclean locations. Employees must pay close attention to safety procedures due to the presence of hazardous conditions, such as slippery walkways, dangerous gases, unstable soil conditions. Occasionally employees must work during emergencies such as heavy rainstorms, water line breaks, sewer plugs. During these times employees may work under extreme pressure to correct the problem as quickly as possible. Plants operate 24 hours a day 7 days a week therefore, employees work an eight hour day 5 days a week and weekend and holidays on a rotational bases. Employees are on call and may be required to work overtime.
- Education, Experience and Qualifications: High school Diploma or equivalent, Ohio Drivers License, Class II Waste Water License and the ability to perform a minimum of lifting / physical exertion requirements of 50 pounds.

**Carrollton Water and Wastewater Department
Job Description**

Title: Distribution & Collection Foreman

Reports to: Water and Wastewater Superintendent

Based at: Carrollton Water and Wastewater Department. Works in Water Plant, Wastewater Plant, Water Distribution, and Wastewater Collection.

Job purpose: Treat water so that it is safe for human consumption and to remove harmful pollutants from domestic and Industrial waste so that it can be safely returned to the environment. Oversees operations and other employees in absence of Superintendent.

Responsibilities:

- Read and interpret meters and pumps to make sure the plant equipment and processes are working properly.
- Transfer hazardous and non-hazardous chemicals; adjust, repair and monitor chemical feed equipment.
- Collect samples of water and wastewater, perform chemical and biological laboratory analysis as required by Environmental Protection Agency.
- Make repairs to water lines, sewer lines, valves and related equipment.
- Inspect water and sewer connections, extensions and repairs made by contractors.
- Perform preventive maintenance and repairs to gasoline powered equipment.
- Operate common hand and power tools for roofing and carpentry work.
- Paint buildings and equipment.
- Traffic control.
- Perform preventive maintenance and repair work in confined spaces (manholes, tanks, pits ect.)
- Manage customer complaints according to department procedures.
- Any other duties the Mayor, Village Administrator, or Superintendent requires or requests.

Working conditions:

- Water and Waste water treatment plant and system employees work both indoors and outdoors and may be exposed to noise from machinery and unpleasant odors. The work is physically demanding and is often performed in unclean locations. Employees must pay close attention to safety procedures due to the presence of hazardous conditions, such as slippery walkways, dangerous gases, unstable soil conditions.

Occasionally employees must work during emergencies such as heavy rainstorms, water line breaks, sewer plugs. During these times employees may work under extreme pressure to correct the problem as quickly as possible.

Plants operate 24 hours a day 7 days a week therefore, employees work an eight hour day 5 days a week and weekend and holidays on a rotational bases.

Employees are on call and may be required to work overtime.

Ex. B