

Crestline Wastewater Treatment Plant -Plant Operator

The Village of Crestline is looking to fill a Full-time Plant Operator Position. Pay Range according to chart below.

1 st Year	\$16.00
2 nd Year	\$17.50
3 rd Year	\$19.00
4 th Year	\$21.50
5 + Years	\$23.00

License / Certification	Pay Increase
Ohio EPA Wastewater Treatment License	\$ 1.00

If you have a desire to serve your community and have great mechanical skills, then we invite you to send a resume and cover letter and apply to join our great team.

QUALIFICATIONS:

Completion of secondary education with demonstrable ability to interpret readings on gauges and meters and to operate valves and pumps.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a Class I Wastewater Treatment license (Class II preferred) or willing to achieve a class I within 18 months of service and demonstrate satisfactory progress toward completion of the Class II certification during employment.

State of Ohio valid driver's license.

MINIMUM ACCEPTABLE CHARACTERISTICS:

Knowledge of: department policies and procedures; safety practices and procedures; Occupational Safety and Health Administration rules and regulation; water distribution systems and components; Performs wastewater treatment functions principles and practices; maintenance and repair.

Skill in: motor vehicle operation; use of bench and/or hand tools; computer operation.

Ability to: deal with many variables and determine specific action; define problems, collect data, establish facts, and draw valid conclusions; exercise independent judgement and discretion; determine material and equipment needs; prepare accurate documentation; compile and prepare reports; communicate effectively.

ESSENTIAL FUNCTIONS OF THE POSITION:

(1) Performs water, supply and treatment functions; fills hoppers and regulates feed mechanisms on chemical feed apparatus; observes gauges and other measuring apparatus and records readings; backwashes filters; increases and decreases water flow through plant; periodically checks high and low service pumping equipment for motor heat, bearing wear, adequacy of lubricants, wiring, water

glands and packing, switchboard and ampere readings, air pressure, compressor, and priming systems, etc.; takes readings on chemical feeders; refills and logs the weighted and time flow of chemicals into inflow water; unloads chemicals from delivery trucks; delivers chemicals to appropriate bins; cleans air compressor; starts up and shuts down chemical process; operates emergency generators and pumps; changes chlorine cylinders; records sludge levels in clarifiers; flushes plugged lines

(2) Performs wastewater treatment functions; reads meters and gauges and makes operating adjustments and minor repairs to plant equipment; regulates flow of raw and treated sewage between various stages of treatment process; repairs and replaces defective water and gas lines; measures sludge in final and primary tanks; shovels sludge; hauls and dumps sludge; operates front end loader and dump trucks to distribute sludge to the landfill; collects river samples for lab analyst; operates scum screen; cleans weirs; pumps scum pits; cleans air headers, operates sludge press/pumps.

(3) Performs laboratory functions; performs simplistic lab analysis and assists supervisor with laboratory functions; collects samples at various locations; assembles and operates various testing devices and equipment, chemical, electrical and electronic; collects river storm water overflows.

(4) Performs sewer maintenance functions; maintains and operates sewer maintenance equipment and facilities in times of emergency; complies with standard safety procedures when entering sewers and other confined spaces; operates and maintains lift stations.

(5) Performs construction, maintenance and repair functions; operates heavy equipment to perform construction, maintenance and repair activities (e.g., graders, dozers, heavy front-end loaders, heavy rollers, etc.); operates farm type tractors with rotary mowing attachments; operates small power mowers; operates pickup truck to haul dirt, gravel and debris, etc.; cuts, loads and hauls trees; operates miscellaneous power tools and hand tools (e.g., chain saw, jack hammer, shovels, rakes, etc.); performs a variety of unskilled labor tasks requiring bending, lifting, stooping, pushing and pulling to maintain roads and bridges.

(6) Performs equipment/vehicle maintenance and repair functions; performs initial inspections of equipment and vehicles; diagnoses malfunctions; inspects, analyzes, overhauls, repairs and maintains automotive and construction vehicles (e.g., trucks, tractors, graders, rollers, sweepers, etc.); inspects, adjusts, repairs and replaces vehicle units and parts (e.g., brakes, clutches, transmissions, hydraulic lines and cylinders, differentials, axles, gears, etc.); performs a variety of vehicle maintenance duties (e.g., changes oil and filters, lubricates, checks systems, replaces worn parts, etc.); operates standard testing equipment to perform engine tune-ups; tests repaired equipment/vehicles for proper operation; uses electric and acetylene welding and braising equipment to repair and/or fabricate equipment and parts; solicits and secures minimum quotes for needed parts; conducts periodic inventory; expedites stock orders to provide needed stock in timely fashion; maintains constant communication with supervisor regarding availability of needed parts; inspects and maintains assigned equipment.

(7) Performs emergency functions; receives and responds to calls for emergency assistance at all times and in often inclement weather and/or hazardous situations; notifies Superintendent of emergency situations; assigns personnel to handle complaints and emergencies.

(8) Performs facility, equipment and supplies functions; performs periodic inspections of facility and equipment; maintains inventory of equipment and supplies; performs preventative maintenance and minor repairs of facility and equipment; performs routine cleaning and maintenance of facility

and equipment.

(9) Performs record functions; prepares and maintains information of a sensitive or confidential nature; prepares periodic reports for external agencies (e.g., police, etc.); maintains time and material records; maintains record of work completed; maintains inventory records.

OTHER DUTIES AND RESPONSIBILITIES:

Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions; demonstrates regular and predictable attendance; maintains required licenses and certifications.

Performs other duties as required.

EQUIPMENT OPERATED: (The following are examples only and are not intended to be all inclusive)

Pick-up truck, dump truck, skid loader, backhoe, jetting equipment, computer, generators, front-end loader, street sweeper, small mowers, electrical tools, chainsaws, hand tools.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent.

Interested applicants are encouraged to complete a Village of Crestline Employment Application and submit with a cover letter and resume.

We will begin reviewing resumes immediately. This position is open until filled.

Please email your application, resume and cover letter to: cspackey@crestlineoh.com or mail to:

Village of Crestline
Attn: Corey M. Spackey
100 N. Seltzer St.
Crestline, OH 44827

Corey M. Spackey
Village Administrator
Village of Crestline