

Village of Frankfort
PO Box 351
Frankfort, OH 45628
(740) 998-2896

Patti Cavender, Mayor
Tim Fout, Village Administrator
Betsy Clark, Council Member
Debbie Core, Council Member
Lee Snyder, Council Member

Beth Kruger, Fiscal Officer
Ted Wolford, Council Member
Kacey Shaffer, Council Member
David Moore, President, Pro-Tem

Water and Wastewater Supervisor Job Opening

Position Summary: An hourly position with normal working hours and subject to 24-hour call-in. The Water/Wastewater Supervisor position involves supervising all Village activities related to water or wastewater property and equipment.

Requirements:

- A. Minimum High School Diploma or GED.
- B. Must have or achieve an OEPA Class I Water and an OEPA Class I Wastewater license within 18-24 months of the date of hire.
- C. Demonstrated support of the administration.
- D. Ability to proficiently operate any equipment needed for the job.
- E. Must attend all the continuing education classes needed to maintain the OEPA Water Class I and OEPA Wastewater Class I licenses.
- F. Operate the Water and Wastewater plants to OEPA's standards.
- G. Follow all OEPA rules and regulations.
- H. Follow all Village Ordinances, especially those that pertain to water and wastewater.

Supervision:

The Water/Wastewater Supervisor will work under the general supervision and direction of the Village Administrator and the Mayor.

Essential Job Functions:

- 1. Monitors operational conditions of the facilities and directs adjustments as needed.
- 2. Observes and acts on meter and gauge readings, and test results, to determine optimal plant performance.
- 3. Controls flows throughout the facility, through means of operating control pumps and valves throughout the facility.
- 4. Prepares and maintains daily operational reports.
- 5. Collects samples and conducts laboratory analyses.

6. Performs duties, such as yard work, snow removal, and facility cleaning.
7. Answers calls during business and non-business hours, regarding water and sewer issues, water and sewer main breaks, and customer concerns, and directs the calls to the appropriate person.
8. Conducts plant tours when required.
9. Makes regular rounds of the facility, and monitors computer panels on a regular schedule to ensure proper Plant operation. This task includes monitoring pumps, aerators, blowers, clarifiers, ultra-violet light system, chlorine pumps, softening tanks, filters, and solids processing.
10. Adjusts valves and gates manually, or by remote control, to regulate the flow of sewage or water through all water and wastewater plant processes.
11. Compiles and maintains daily operational records, including meter and gauge reading, adjustments and problems that might have occurred during a 24-hour period.
12. Knows and follows emergency generator protocol and other emergency procedures.
13. Detects equipment problems and fixes any issues that can be fixed.
14. Responsible for supervising the replacing, repairing or tapping any water or sewer line.
15. Responsible for filling out the annual OEPA Mercury Report.
16. Oversees filling out annual OEPA Sludge Report.
17. Is responsible for the Village of Frankfort Backflow and Cross Connection Program.
18. Report all water and wastewater OEPA non-compliance issues to the Mayor and the Village Administrator.
19. Performs other duties as required.

Pay Range: The pay range is from \$22.00 to \$30.00 per hour and is based on experience and licensing.

Job open until filled.

Notes: Appointment to this position will require a Criminal Background Investigation.

Please send resumes to Mayor Patti Cavender at mayor@frankfortohio.com or mail to Village of Frankfort, Mayor's office, PO Box 351 Frankfort Ohio 45628

If you have any questions about the job call the Village office ,740-998-2896.