

CITY OF NORTH RIDGEVILLE

An Equal Opportunity Employer

POSITION DESCRIPTION

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Position Number:	Name:	Licensed Operator
Class Number:	Class Title:	Treatment Plant Operator
	Position Title:	Plant Operator

Civil Service Status:	Classified	Dept/Div:	French Creek Treatment Plant
Employment Status:	Full-time	Reports To:	Assistant Superintendent
FLSA Status:	Non-Exempt	Supervises:	

QUALIFICATIONS: An example of acceptable qualifications:

Completion of secondary education (high school or GED) and prior training or experience as a wastewater treatment plant operator, or equivalent. Applicants with college level training may be preferred.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Possession of a valid State of Ohio driver's license, must be able to qualify for and remain insurable under the City's vehicle insurance policy. Must possess a state issued wastewater operator's license.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: (1) safety practices and procedures; (2) department policies and procedures; *(3) wastewater treatment plant operating procedures; (4) wastewater treatment regulations; (5) basic mechanical maintenance; (6) grounds maintenance and repair.

Skill in: (7) use of bench and/or hand tools.

Ability to: (8) carry out instructions in written, oral, or picture form; (9) deal with problems involving several variables within familiar context; (10) define problems, collect data, establish facts, and draw valid conclusions; (11) prepare accurate documentation; (12) recognize safety warnings; (13) understand technical manuals and/or verbal instructions; (14) cooperate with co-workers on group projects; (15) perform light manual labor; (16) travel to and gain access to work site.

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

- (1) Operates wastewater treatment plant in order to ensure compliance with standard operational procedures and EPA regulations (e.g., controls flow and processing of wastewater, sludge, and effluent; monitors gauges, meters, and control panels; interprets readings and test results in order to determine process requirements and adjusts treatment process as needed).

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- (2) Operates front-end loader and skid loader to remove sludge from beds.
- (3) Extracts samples and completes routine testing procedures.
- (4) Performs preventative and routine service maintenance on equipment (e.g., lubricates parts, changes oil, adjusts belts, etc.).
- (5) Records meter and gauge readings and maintains shifts logs.
- (6) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

OTHER DUTIES AND RESPONSIBILITIES:

- (1) Completes custodial assignments (e.g., sweeps and mops floors, cleans restrooms, empties trash, mows grass, etc.).
- (2) Unloads and stores chemicals and other supplies.
- (3) Assists maintenance personnel with major repairs of equipment.
- (4) Reviews operating manuals and other technical materials to increase knowledge and proficiency.
- (5) Performs other related duties as required.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive.
Computer, front-end loader, skid loader, tractor, dump truck, power and hand tools.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee:

1. works in vicinity of floor or wall openings, elevated platforms, and/or runways;
2. ascends and/or descends ladders, stairs, or scaffolds;

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3. works on and around powered platforms and/or vehicle mounted platforms;
4. is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas.
5. is exposed to noisy conditions above 85db;
6. is exposed to possible injury from hazardous gases, chemicals, flammables, or air contaminants;
7. is exposed to possible injury from hazardous waste;
8. is exposed to possible injury due to unclean or unsanitary conditions;
9. is exposed to possible injury as a result of electrical shock;
10. is exposed to possible injury as a result of working with moving mechanical parts of equipment or machines;
11. is exposed to possible injury as a result of falling from high places;
12. has exposure to hot, cold, wet, humid, or windy weather conditions;
13. lifts and carries in excess of fifty (50) pounds of weight.