

## **Water / Wastewater - Assistant Utilities Director**

### Qualifications:

- Completion of secondary education or general education degree (GED)
- Minimum of 1 year experience in water treatment plant and wastewater treatment plant operations
- Experience in installation, maintenance and repair of water and sanitary sewer systems or equivalent
- Must be able to qualify for and remain insurable under the Village's vehicle insurance policy

### Licensure or Certification Requirements:

- Must possess a valid State of Ohio drivers license
- Must be able to obtain and maintain a State of Ohio Class 1 Water Treatment License
- Must be able to obtain and maintain a State of Ohio Class 2 Wastewater Treatment License

### Equipment operated as part of this position:

- Computer and standard business office equipment
- Laboratory equipment
- Miscellaneous hand and power tools
- Dump Truck, Backhoe, Portable Generator, Portable Pump, Lawn Mower, Bucket Truck
- PLC Controls, Fixed pumps, Lift Stations, Valves, and other required equipment and systems related to Water Treatment and Distribution, and Wastewater Treatment and Collection

### Inherently Hazardous or Physically Demanding Working Conditions:

### The employee:

- Works in and around sewers and unsanitary conditions
- Works with various chemicals
- Works around electrified and motorized equipment
- Exposed to gas, noise, fumes, and wet walking surfaces
- Works in inclement weather conditions (snow, sleet, rain, heat, cold, etc)
- Exposed to roadway traffic in work zones
- Exposed to water treatment equipment and chemicals
- Exposed to dirt, dust, and odors
- Works with and around various chemicals found in an office environment (toner, correction fluid, cleaning solutions)
- Works in holes and subgrade conditions for repairs to water distribution pipe

- May be occasionally exposed to other hazardous or physically demanding working conditions experienced by Village personnel in this department
- May occasionally lift, carry, push or pull objects of 100 lbs or less
- Routinely exposed to noises of 85dB and higher

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered to be: MEDIUM work.

#### Essential Functions of the Position:

1. Under the direction of Village Administration: Responsible for the operation of the Water and Wastewater Treatment Plants; ensures complete compliance with State and Federal regulations; *engages in short and long-term planning; evaluates equipment for possible replacement or upgrade*
2. Takes samples, performs laboratory tests on water and wastewater samples, and monitors chemical feed lines
3. Repairs and maintains Water treatment and Wastewater treatment plants, lift stations, sewer collection lines, water distribution system etc.
4. Performs facility, equipment, and supply functions; performs preventative maintenance of facility and equipment; performs routine cleaning and maintenance of facility and equipment
5. Have ability to follow policies, procedures and regulations
6. Have ability to deal with problems involving variables within familiar context
7. Recognize unusual or threatening conditions and take appropriate actions
8. Define problems, collect data, establish facts and draw valid conclusions
9. Exercise independent judgement
10. Prepare accurate documentation, communicate effectively
11. Develop and maintain effective working relationships
12. Perform heavy manual labor for extended periods of time in often adverse conditions
13. Work safely
14. Exhibit and maintain satisfactory work ethics and public relations
15. Prepares monthly reports for Environmental Protection Agency (EPA)
16. Assist in maintaining inventory of frequently used parts and materials
17. Maintains records of wastewater division (e.g.; work orders, maintenance records, etc.)
18. Maintains buildings and grounds of water / wastewater facilities
19. Subject to being on call 24 hours a day, seven days a week. Will be required to work scheduled weekends and Holidays. Cover vacation time of other department employee(s) as scheduled all with the cooperation of the Supervisor.
20. Attends meetings as required
21. Maintains required licensure and certification
22. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

23. Wears proper Personal Protective Equipment in general and for specific job duties as required.
24. May perform unskilled construction and repair functions
25. May perform loading and unloading of materials as needed
26. Demonstrates regular and predictable attendance
27. Performs other related duties as assigned

CREATED: JANUARY 2021