

Village of Williamsburg

An Equal Opportunity Employer

Position Title: Assistant Water/Wastewater Treatment Operator

Department: Public Works

Employment Status: Full-Time

FLSA Status: _____

Reports to: Public Works Superintendent

Approved by: _____

Prepared by: Susan Ellerhorst

Approved Date: _____

Prepared Date: July 1, 2018

GENERAL NATURE OF WORK: This is skilled technical work in the Public Works Department. An employee in this class is responsible for the operation of the wastewater treatment plant and the repair and maintenance of sanitary sewer collection system and performing general maintenance as required. Duties are performed under the direction of the Administrator.

EQUIPMENT & JOB LOCATION: This position requires a thorough knowledge of the operation of equipment, including: backhoe, sewer jet line, pumps, snow plow, salt spreader, tractor and bushhog, jackhammer, chainsaw, concrete saw, welder, cutting torch, lawnmower, weed-eater, chipper, leaf machine, dump truck, car lift, roto tiller, and other equipment used in the repair and maintenance of sewer and water lines, street maintenance, and property care and maintenance. The primary work site is the sewer plant and all Village owned property and roadways within the Village of Williamsburg.

ESSENTIAL FUNCTIONS – EXAMPLES OF DUTIES:

Any position may not include all of the duties listed nor do the listed examples include all duties which may be found in all positions of the class.

- Operation of wastewater treatment plant, water distribution system and process according to requirements of the Ohio EPA.
- Knowledge of methods, procedures, and equipment necessary for required daily, weekly, monthly, quarterly, and annual testing processes.
- Knowledge of sludge testing and requirements.
- Correspondence with the Ohio EPA related permits, testing, reports, etc.
- Fulfilling EPA requirements to maintain Operator Certification.
- Coordinates and assists in the connection of sewer lines to mains and repairs to sewer mains and related lines, water taps & main breaks.
- Construction of new sewers and manholes to ensure conformance with specifications.
- Assists in cleaning storm, water, and sewer catch basins, repairing broken sewer lines, and replacing worn and damaged parts.
- Performs general assignments related to utility services, Village-owned property maintenance, and right of way improvement repairs.
- Operates and repairs a variety of equipment used in the repair and maintenance of waste water treatment plant, sewer and water lines, street maintenance, and property care and maintenance.
- Operates light equipment such as tractors and mowers.

ADDITIONAL EXAMPLES OF WORK PERFORMED:

- Responds to complaints from citizens.
- Performs other duties as assigned.

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DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to demonstrate competency in Cost Consciousness: Works within approved budget; develops and implements cost saving measures.
- Ability to demonstrate competency in Organizational Support: Follows policies and procedures; Completes administrative tasks correctly and on time.
- Ability to demonstrate competency in Judgment: Exhibits sound and accurate judgment.
- Ability to demonstrate competency in Planning/Organizing: Uses time efficiently; sets goals and objectives.
- Ability to demonstrate competency in Safety and Security: Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.
- Ability to follow instructions and respond to management direction.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of customers or employees of organization.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- To perform this job successfully, an individual should have knowledge of spreadsheet software and word processing software and knowledge of related computer software used in conjunction with sewer plant operation.
- Ability to establish and maintain effective working relationships with village officials, fellow employees, other village employees, and the general public.
- Ability to work under the limited direction of the Administrator and Plant Operator.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demand and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally required to stand; use hands to finger, handle, or feel; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and fumes or airborne particles. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; toxic or caustic chemicals; extreme cold; and extreme heat. The noise level in the work environment is usually moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

DESIRABLE TRAINING AND EXPERIENCE:

Graduation from a standard high school or the equivalent; and one to three months related experience and/or training; or any combination of education and experience which provides the necessary knowledge, skills, and abilities.

NECESSARY SPECIAL REQUIREMENTS:

- Possession of, or ability to obtain promptly, a valid Ohio Driver's License (Class D) or Commercial Driver's License as required.

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- Ability to obtain of Sewer Operator Class 1 License and Water Distribution Class 1.
- Ability to work other than normal working hours, and to work various shifts as necessary.
- Ability to be available for emergency calls at night and on weekends as necessary and to work rotating weekends and Holidays with other Public Works staff.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand the contents of my position description.

(Approval of Appointing Authority)

(Date)

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(Employee Signature)

(Date)