

## **Systems Operator**

This position reports directly to the Chief Operator of that Department.

***General Description:*** This is a full-time position intended to provide total backup to the Chief Water or Wastewater Operator, while carrying out the normal operating assignments with other staff employees. The employee in this position will be capable of performing the many tasks involved in the maintaining system operations including water and wastewater treatment plants, water distribution and wastewater collection systems, meter reading, responding to service calls, and the handling of customer complaints in a timely manner.

***Qualifications:*** The operator must be physically and mentally able to do a wide variety of tasks involved in the operation of the treatment plants, the water and wastewater systems, and working on the customers' premises. The operator must be capable of acquiring operator certification and be able to operate the equipment used in both systems' operations. This equipment includes, but is not limited to the following: tractors, backhoe, dump truck, and pumps. The long term emphasis is on the technical knowledge and capability of the job, as it relates to the water and wastewater industry. Also, manual labor is a substantial and vital part of this position.

### ***Specific Duties:***

The Systems Operator will:

- Be required to work overtime to meet specific needs of the LWA. Ready availability is a necessity, as emergencies and break-downs may occur at any time
- Perform the necessary testing required by the General Manager and the Ohio EPA;
- Clean unit process equipment as needed;
- Perform preventative and remedial maintenance on the devices and equipment used throughout the water and wastewater systems;
- Extract sludge from the system to the drying beds, load the dried sludge on the dump truck, and take it to the landfill;
- Complete weekly lift station inspections and perform preventative and remedial maintenance on the lift stations;
- Complete grinder pumps inspections in the collection system and perform preventative and remedial maintenance on the grinder pumps;
- Perform custodial services and grounds work to maintain LWA property;
- Inspect and complete maintenance on manholes, sewer mains (force and gravity flow), water mains, service lines, water meters, fire hydrants, as well as LWA vehicles;
- Complete records and files associated with system operations;
- Act as an inspector on water and sewer connections to ensure proper grade, tap-in procedures, and grinder pump installation.
- Help set the water meter in the pit;
- Back-up the Chief Operator in maintaining communications coverage with customers and auto-dialers after normal working hours;
- Work with outside contractors in specific jobs relating to system operation;
- Make necessary purchases that are approved by the General Manager;
- Become familiar with the content and location of maps, files, and other data;
- Attend training sessions as requested by the LWA BOT and/or the General Manager;
- Support work in other areas of the LWA organization as may be required by the General Manager.