



LOGAN COUNTY *Ohio*

WATER POLLUTION CONTROL DISTRICT

POSITION DESCRIPTION

Position: Wastewater Plant Operator (WWTP Operator)

Reports To: District Manager or his/her designee

Compensation Rate: (Apprentice E-16)
(Wastewater Plant Operator I E-17)
(Wastewater Plant Operator II E-19)
(Wastewater Plant Operator III E-23)

FLSA Status: Non-Exempt

Work Location: Reports to Indian Lake WWTP (Russells Point, OH)

Normal Work Days/Hours: 40 hours/week (Typically Monday – Friday 7:00 AM to 3:30 PM)

Creation Date:

Revision # 2

Revision Date: 10/22/2018

Position Summary:

The Wastewater Plant (WWTP) Operator is assigned to the Chief Operator to perform daily activities based on the assignments and priorities of the District Manager. This position is responsible for routine sampling and monitoring, recordkeeping on bench sheet and plant logs, routine and preventive maintenance activities, and daily inspections of the wastewater treatment plant processes and equipment.

A **Wastewater Plant Operator Apprentice** is an entry level classification based on the lack of Ohio EPA licensing and relevant experience or is a result of unsatisfactory performance.

A **Wastewater Plant Operator I** can demonstrate competence with all requirements of the Wastewater Plant Operator Position Description, possesses a valid Ohio EPA Wastewater Operator Class I license **and** has been listed as an “Operator of Record” by the District Director for county owned and operated treatment and/or collection systems with a classification level equal to the licensing level **and** has a minimum of a “**Satisfactory**” performance evaluation for the previous evaluation period. At the discretion of the LCWPCD District Director, an “**Unsatisfactory**” performance rating may result in a demotion to a Wastewater Plant Operator Apprentice compensation schedule until the next scheduled performance evaluation shows a return to a minimum of a satisfactory rating.

A **Wastewater Plant Operator II** can demonstrate competence with all requirements of the Wastewater Plant Operator Position Description, possesses a valid Ohio EPA Wastewater Operator Class II license **and** has been listed as an “Operator of Record” by the District Director for county owned and operated treatment and/or collection systems with a classification level equal to or less than the licensing level **and** has a minimum of a “**Satisfactory**” performance evaluation for the previous evaluation period. At the discretion of the LCWPCD District Director, an “**Unsatisfactory**” performance rating may result in a demotion to a Wastewater Plant Operator I compensation schedule until the next scheduled performance evaluation shows a return to a minimum of a satisfactory rating.

A **Wastewater Plant Operator III** can demonstrate competence with all requirements of the Wastewater Plant Operator Position Description, possesses a valid Ohio EPA Wastewater Operator Class III license **and** has been listed as an “Operator of Record” by the District Director for county owned and operated treatment and/or collection systems with a classification level equal to or less than the licensing level **and** has a minimum of a “**Satisfactory**” performance evaluation for the previous evaluation period. At the discretion of the LCWPCD District Director, an “**Unsatisfactory**” performance rating may result in a demotion to a Wastewater Plant Operator II compensation schedule until the next scheduled performance evaluation shows a return to a minimum of a satisfactory rating.

Job Dimensions:

The WWTP Operator is responsible for the skilled operation and maintenance of the Wastewater Treatment Plant’s processes and equipment. County owned and operated wastewater treatment plants are responsible for the proper treatment of more than half a billion gallons of wastewater and 200 dry tons of bio-solids annually. All WWTP personnel are subject to changes in shift assignments to include weekends, holidays, coverage of vacations, plant upsets, inclement weather conditions or other instances as decided by the District Manager.

Nature and Scope:

- Collect plant samples for onsite analysis and contract laboratories.
- Compile laboratory test results, plant flows, and other data pertaining to the plant operation and performance.
- Compile and record data results for all aspects of the WWTP processes.
- Perform process adjustments based on laboratory data and guidance from supervisor.
- Maintain the appearance of the equipment, buildings and grounds at the WWTP.
- Use, clean, calibrate, and check the operation of the instruments in the plant including dissolved oxygen and pH meters.
- Perform maintenance on treatment process and equipment.
- Perform confined space entry using proper methods and equipment following safety guidelines.
- Operate the solids handling process in the WWTP and recommend changes to improve performance and efficiency.
- Ensure all applicable local, state, and federal regulations and guidelines are followed.
- Generate reports to meet WWTP management needs and regulatory compliance.
- Participate in the Call-Out rotation schedule and may be called-in outside of this schedule as needed to respond to emergencies.

Essential Functions and Requirements:

- Adhere to District safety policies and procedures.
- Ability to work in all weather conditions.
- Work alone for extended periods of time.
- Ability to lift, handle, carry, and maneuver objects of various sizes and shapes up to 75 lbs.
- Ability to work with hazardous chemicals and in potentially dangerous environments, such as confined spaces, in the presence of unknown hazards or diseases in the wastewater following safety guidelines.
- Ability to walk, climb stairs, stand for extended periods of time, climb ladders, lift portable samplers and remove/replace manhole covers.

- Operate the WWTP in a manner that meets or exceeds the Environmental Protection Agency standards at all times.
- Operate the WWTP in accordance with Local, State, and Federal Laws and Regulations.
- Determine the causes and means to correct malfunctions of a wide variety of equipment.
- Work responsibly and effectively with minimal supervision.
- Ability to manage time wisely and meet deadlines with multiple projects.
- Possess the skills to identify potential problems and possible solutions to maintain treatment efficiency without direct supervision.
- Maintain complete and accurate records in an orderly fashion that are subject to inspection by regulatory agencies.
- Communicate effectively with co-workers, contractors, vendors and consultants.
- Participate in the Call-Out rotation schedule and may be called-in outside of this schedule as needed to respond to emergencies.
- Must be able to report to Indian Lake WWTP within 1 hour of notification to respond to emergency call outs during On-Call rotation.
- Must be able to read, interpret and apply information from the District safety policies and procedures, Safety Data Sheets (SDS), Construction Drawings and Equipment User Manuals.
- Demonstrated ability to understand and teach others in the proper care and use of equipment necessary to perform the work of the division.
- Exhibit behavior that is a positive influence on co-workers, perform tasks and complete assignments outside of routine duties.
- Maintain District equipment, facilities and infrastructure to ensure maximum service potential and promote a positive professional image.
- Proficient using a PC, smart phone, Microsoft Office and various specialty software and equipment used by the District.
- Provides constructive input in a respectful and professional manner to proposed changes to District Policies and Procedures and once adopted champions those changes to promote success.

Qualifications:

- High school diploma or GED equivalent.
- Must possess, or obtain within 24 months of hire, an Ohio EPA Class I Wastewater Operator license.
- Must possess, or obtain within 24 months of hire, a valid Ohio Class “A” Commercial Driver’s License with air brake and tanker endorsement.
- A driving record that is acceptable to the District’s insurance provider.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this position, who will be required to follow other instructions and perform any duties required by the employee’s supervisor or authorized designee.

 Brian Schultz,
 LCWPCD Director

 Date:

 Employee

 Date