

JOB DESCRIPTION
Village of Arcanum
An Equal Opportunity Employer

Title: **WATER & WASTEWATER OPERATOR I**

Reports To: **Water/Wastewater Lead**

Employment Status: **Full-Time**

FLSA: **Non-Exempt**

QUALIFICATIONS:

1. High school diploma or general education degree (GED).
2. Must possess a valid Ohio driver's license and a CDL with a Class B endorsement or obtain within six (6) months of employment.
3. Comprehensive knowledge of water and sewer treatment plant operations.
4. Water Supply License 1 AND Wastewater Works License 1.
5. Begin to acquire Wastewater Works License 2.
6. Have a general understanding of the operation of generators during peak times and outage situations.

GENERAL DESCRIPTION:

Under general direction, operates and monitors water and sewer treatment plants, collects water samples, performs basic chemical tests, and inspects sewer plant processes and pump stations to ensure equipment is in working order.

ESSENTIAL FUNCTIONS:

1. Inspect treatment plant processes to ensure the proper and efficient operation of all equipment (e.g., read gages and meters, record data, change charts, etc.).
2. Take samples, perform laboratory tests on wastewater, and monitor chemical feeds.
3. Maintain equipment (e.g., lubricate moving parts, adjust and change packing, clean bar screens, clean and replace filters, etc.), make minor equipment repairs, and report major mechanical repairs to appropriate personnel.
4. Perform wastewater collection system and storm sewer construction, maintenance, and repair assignment.

5. Perform routine building and ground maintenance tasks (e.g., mow grass, clean and unclog drains, sweep and mop floors, pick up refuse, dispose of trash, etc.).
6. Maintain test results and maintenance records for EPA compliance.
7. Prepare daily and monthly operation report for the treatment facility.
8. Operate and monitor treatment plant and related facilities in accordance with established operating procedures.
9. Inspect plant to ensure the plant and equipment continuously operates in accordance with established standards.
10. Observe meters, gauges, and dials and record readings.
11. Regulate chemical feeds, start and stop pumps, motors, and other equipment.
12. Adjust valves and regulate equipment to maintain efficiency.
13. Service and perform preventative maintenance (e.g., clean and adjust equipment, make minor repairs, lubricate parts, change packing, clean filters, paint equipment, replace belts, etc.), and report major mechanical failures to appropriate personnel.
14. Draw samples and perform chemical, bacteria, and/or biological testing and analysis, prepare samples and chain of custody form for outside laboratory testing.
15. Prepare and maintain records related to plant operations and activities (e.g., addition of chemicals, gallons processed, test results, etc.).
16. Perform water distribution system construction, maintenance, and repair assignments.

ELECTRICAL GENERATION (Assist in the following):

1. Operate diesel electric generators in the time of power failure or excessive demand load.
2. Service and perform preventive maintenance (e.g., clean and adjust equipment, make minor repair, lubricate parts, change packing, clean filter, paint equipment, replace belts, etc.), and report major mechanical failure to appropriate personnel.
3. Maintain appropriate electric load levels during power failure or excessive demand load.
4. Observe meters, gauges and dials for proper operation.
5. Monitor and record oil and fuel levels.
6. Record and maintain energy generation reports.

OTHER DUTIES AND RESPONSIBILITIES:

1. Follow and ensure all Village safety practices and procedures are followed.
2. Attend safety meetings and seminars.
3. Subject to call 24/7.
4. Required to work weekends and holidays.
5. Maintain required licenses and/or certificates.

6. Demonstrate regular and predictable attendance.
7. Attend workshops or seminars related to job duties.
8. Demonstrate and maintain satisfactory public relations.
9. Assist other Village and department employees in performing their duties.
10. Perform other duties as required.
11. Perform other duties as assigned by supervisor.

KNOWLEDGE, SKILL AND ABILITIES:

Knowledge of: Village policies and procedures, safety practices and procedures, OSHA regulations, OEPA certification/licensure requirements, water and wastewater treatment regulations, distribution systems, and components, water meter maintenance and repair, water distribution principles and practices, sewer construction, maintenance and repair, laboratory equipment and supplies, equipment, chemicals, and other materials used in custodial services, public relations, lab procedures, record keeping, and supervisory principles.

Skilled in: Operation of water and wastewater sewer plant treatment, plant process operations and equipment, digger derrick truck, backhoe, power tools, and supervising principals.

Ability to: interpret policies, procedures, and regulations, carry out simple instructions, deal with problems involving few variables within familiar context, recognize unusual or threatening conditions and take appropriate action, exercise independent judgment, complete routine forms, prepare accurate documentation, compile and prepare reports, communicate effectively, maintain records according to established procedures, perform heavy manual labor for extended periods of time (often in adverse conditions), travel to and gain access to work site; work safely, and exhibit and maintain satisfactory work ethics and public relations.

EQUIPMENT OPERATED:

Mower, tractor, pick-up truck, backhoe, weed trimmer, digger derrick truck, air compressor, tow motor, sewer jet cleaner, sewer rod machine, power tools, bush hog, mini excavator, bucket truck, and water exerciser.

PHYSICALLY DEMANDING AND HAZARDOUS WORKING CONDITIONS INHERENT IN THIS JOB DESCRIPTION:

The employee must negotiate, use, or work with or in the vicinity of:

1. All OSHA safety requirements for personal protection.
2. Ladders, platforms, jack stands, cables, electrical wiring.
3. Industrial powered vehicles.

4. Hand and portable tools and guarding of tools.
5. Electrical, generation, transmission and distribution.
6. Construction activities and equipment.
7. Oxygen-fuel gas/arc welding and cutting.
8. Compressed gases (argon), acetylene, flammable and combustible liquids, hazardous substances (used motor oil) lead based paints, etc.

GENERAL DUTY: SAFE AND HEALTHFUL WORKPLACE:

Employee may be exposed to potentially vicious animals, adverse weather conditions, hazardous driving conditions, second hand smoke, exhaust fumes and life threatening situations.

PERFORMANCE EVALUATION:

Per the Village Of Arcanum's Personnel Manual

This job description in no manner states or implies that these are the only duties or responsibilities to be performed by the incumbent. More may be required by the employee's supervisor, Village Administrator, Mayor or designee.

Approved by Mayor or Designee

Date

I understand and will perform to the best of my ability the job duties and requirements specified in this job description.

Employee Signature

Date