



JOB DESCRIPTION

Position: Water Pollution Control Center Operator
Department: Water Pollution Control Center
Date: _____

Classification: _____
Location: _____

GENERAL PURPOSE

Performs routine tasks in the operation of the WPCC. This is routine but responsible plant operation work performed in accordance with procedures presented by the Plant Superintendent. Employees may be utilized in more than one department from time to time as work needs occur.

SUPERVISION RECEIVED:

The work is performed under the direction and supervision of the WPCC Plant Superintendent.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Make regular inspections of plant and equipment to ascertain that it is in proper operation at all times; cleans various settling tanks and other plant treatment processes as required; regulates flow of chlorine for disinfection upon guidance given; starts and stops and assists in making minor repairs to pumps, blowers, mixers, motors and equipment; read meters, gauges and dials, interpreting readings and making adjustments as required; keeps logs of readings; performs routine janitorial and grounds duties; makes routine running repairs, keeps records and makes reports; inspect and maintain compost/brush area with completion of report sheets; other duties as required by plant superintendent consistent with plant operations and associated tasks.

TEMPORARY DUTIES

All employees may be required by the plant superintendent to perform all phases of plant operation regardless of classification in case of emergency, vacancies due to illnesses or vacation, or for needed plant efficiency and may be required to work any shift during those times. Operators shall be required to cross train in other plant job classifications.

PERIPHERAL DUTIES

None.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

(A) Graduation from high school or GED equivalent or vocational school, including those supplemented by courses in the mechanical trades; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Necessary Knowledge, Skills and Abilities:

(A) Considerable knowledge of equipment, materials; and how tools are properly and safely handled; ability to understand, follow, and transmit written and oral instructions; ability to establish effective working relationships with employees, supervisors, and the public.

(B) Some knowledge of modern wastewater treatment plant principles and operating practices; willingness to learn; mechanical ability; operate various mowers, front end loaders, and other mechanical equipment in support of maintaining the plant and compost/brush area; ability to keep records and make reports; dependability; ability to establish and maintain effective relationships with co-workers and subordinates; skill in the use and care of bench and hand tools; machines and equipment of the mechanical trades.

SPECIAL REQUIREMENTS

Must possess valid Ohio drivers license with adequate CDL endorsements or ability to obtain within 24 months of hire at WPCC to transport bio-solids to farm sites for application (employee will be reimbursed upon passage of school, employer to cover of testing). Current employees not having such a CDL will be "grandfathered".

TOOLS AND EQUIPMENT USED

Operates pumps; blowers; mixers; motors; mowers; front end loaders, and other mechanical equipment. Bench and hand tools; machines and equipment of the mechanical trades.

PHYSICAL DEMANDS

Good physical condition; must be able to work outdoors in all kinds of weather.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of this job. While

performing the duties of this job, the employee regularly works near moving mechanical parts and in outside weather conditions. The employee frequently works in high, precarious places. The employee may be exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, including bio-solids, and vibration, (contact supervisor with concerns and possible exposure). The employee could be exposed to risk of electrical shock.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Signature: _____
Supervisor/Dept. Head

Signature: _____
Employee:

Effective Date: _____

Revision History: _____

AFSCME Bargaining Unit

Administration