

## **POSITION DESCRIPTION**

Class Title: Unlicensed Operator                      Date: March 14, 2017  
Department: Wastewater                                Union: Laborer's International Union Local #860  
Location: Geneva, Ohio

### **GENERAL PURPOSE**

Performs a variety of semi-skilled and skilled technical and maintenance work in the operation, maintenance and repair of wastewater treatment facilities and collection system.

### **SUPERVISION RECEIVED**

Works under the general supervision of the Wastewater Superintendent and/or designee.

### **SUPERVISION EXERCISED**

None generally.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Performs custodial jobs, as required, including but not limited to lawn care, painting, and snow removal.

Performs daily plant rounds.

Monitors the performance of all equipment, gauges and charts in the treatment plant and pump stations; Records statistical data concerning plant operations; Maintains, operates, repairs and replaces equipment as necessary, including but not limited to pumps, filters, gauges, motors, plus support equipment such as routine vehicle maintenance.

Collects samples for analysis by the lab. Periodically calibrates and operates lab equipment to measure dissolved oxygen, chlorine residuals, and pH. Maintains accurate records of these analyses and test results.

Assures that plant operates within required standards.

Calibrates, modifies or repairs instrumentation and control equipment including recorders, flow meters and other water quality monitoring equipment.

Operates and maintains sewage pump stations; cleans wet wells and operates pumps and valves to control and adjust flow and treatment process.

Operates and maintains collection system equipment, cleans collection system, uses closed-circuit television to record sanitary sewer system, inspects sanitary main and lateral installation ensuring compliance to City standards.

Ability to work scheduled and unscheduled overtime. Routinely responds to alarms or emergency call-outs. Carries cell phone.

Performs related duties as assigned.

## **PERIPHERAL DUTIES**

Serves on various employee or other committees as assigned.

Maintains the drawings and schematics of electrical, collection system, plant facility and other systems in the treatment plant.

Monitors performance of electrical systems, circuits or equipment of the treatment plant.

## **REQUIRED MINIMUM QUALIFICATIONS**

Education and Experience:

- (A) Have a high school diploma or the equivalent;
  - (a) Documentation of successfully passing the general education development test or a statement of high school equivalence shall be accepted in lieu of a high school diploma.
  - (b) Completion of a vocational training program in the field of application may be accepted in lieu of a high school diploma.

## **NECESSARY KNOWLEDGE, SKILLS AND ABILITIES**

Have the ability to:

- (a) Read and understand sections 6109 and 6111 of the Ohio Revised Code and the rules adopted there under;
- (b) Perform those mathematical calculations defined in Ohio EPA "Need to Know Criteria" for Class I Operator examination; and
- (c) Acquire a working knowledge of equipment, facilities, materials, methods and procedures used in wastewater treatment plant maintenance and operation activities; working knowledge of laboratory procedures and practices;
- (d) Exercise skill in operation of some of the listed tools and equipment.
- (e) Ability to work safely; Ability to communicate effectively verbally and in writing; Ability to establish and maintain effective working relationships with employees, other departments and the public; Ability to understand and carry out written and oral instructions.

## **SPECIAL REQUIREMENTS**

Valid State of Ohio Commercial Driver's license, Class B with tank endorsement, or the ability to obtain within one year of employment.

Employees hired or promoted into the Unlicensed Operator position must pass the Ohio EPA Class I Wastewater Operator exam within two (2) calendar years of the employee's date of hire or promotion.

If an employee fails to pass the OEPA Class I Wastewater Operator exam within the two (2) year time period he/she shall be subject to termination. The Wastewater Superintendent, with City Manager's approval, may grant an employee a one (1) year extension if the employee's performance reviews rate "exceeds requirements" in the areas of job knowledge, quality of work, productivity, or on the job behavior.

## **TOOLS AND EQUIPMENT USED**

Motor vehicle, generators, pumps, gauges, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, calculator, computer, and a variety of lab equipment.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand. The employee is occasionally required to walk; talk or hear; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

With or without accommodation, the employee frequently lifts or moves up to 50 pounds and occasionally up to 100 pounds. With mechanical or personal assistance, moves objects in excess of 230 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions. The employee occasionally works in high, precarious places or in places that may be dark, wet, and with strong odors requiring a confined space entry. *The employee may occasionally be* exposed to fumes or airborne particles, risk of electrical shock, and vibration. The employee is frequently exposed to toxic or caustic chemicals.

The noise level in the work environment is usually moderately loud.

## **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.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_  
(Indicates the employee was given a copy of the job description)

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_