

# VILLAGE OF VERSAILLES

An Equal Opportunity Employer

## POSITION DESCRIPTION

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**Class Title:** Water & Wastewater Plant  
Operator I

**Position Title:** Water & Wastewater Plant  
Operator I

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**Dept./Division:** Water and Wastewater

**Employment Status:** Full-Time

**Reports To:** Water and Wastewater Plant Manager

**FLSA Status:** Non-Exempt

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### **QUALIFICATIONS:**

Any combination of training and work experience which indicates possession of the knowledge, skills, and abilities listed below. An example of an acceptable qualification for this position:

1. High school diploma or general education degree (GED).
2. Training and/or experience which evidences knowledge of water and wastewater treatment plant operations.
3. Water Supply License I.
4. Wastewater Works License I.
5. Commercial Driver's License (CDL) with a Class B endorsement (must be acquired by end of [6] month probationary period).
6. Must possess a valid Ohio driver's license.

### **GENERAL DESCRIPTION:**

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

**EQUIPMENT OPERATED:** The following are examples only and are not intended to be all inclusive.

Mower(s), tractor, pick-up truck, sludge injector, backhoe, weed trimmer, digger derrick truck, air compressor, tow motor, sewer jet cleaner, sewer rod machine, grader, roller, leaf machine, brush wood chipper, cardboard baler, power tools, computer, two-way-radio.

### **INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:**

For purposes of O.R.C. 4167.

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

1. Floor openings, platforms and runways; stairs.
2. Fixed industrial stairs.

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3. Portable metal ladders.
4. Fixed ladders.
5. Compressed gases (argon, carbon dioxide, chlorine).
6. Acetylene.
7. Oxygen.
8. Flammable and combustible liquids.
9. Hazardous waste operations involving emergency response operations for release of or threats of release of hazardous substances (used motor oil).
10. General requirements for use, care, and limitations of personal protective equipment.
11. Fall protection for employees system requirements to eliminate fall hazard.
12. Eye and face protection due to potential exposure to flying objects, impact, and other hazards.
13. Respiratory protection due to potential exposure to airborne contaminants.
14. Occupational head protection due to potential impact to the head from objects, electricity, and other hazards (required only when hazards are present or likely to present).
15. Hand Protection.
16. Machines and equipment which could accidentally become energized (lockout/tagout).
17. Handling of material and supplies. (Includes mechanical handling equipment, the manner in which things are stored, and housekeeping.)
18. Powered industrial truck.
19. Derrick.

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20. General requirement for safe use of tools and guarding.
21. Woodworking equipment.
22. Abrasive wheels.
23. Hand and portable tools.
24. Guarding of portable power tools.
25. Jack stands.
26. Oxygen-fuel gas welding and cutting.
27. Arc welding and cutting.
28. Electrical wiring.
29. Installation of wiring of cables, and other equipment which transmits electricity.
30. Air contaminants.
31. Lead, including lead based paints or lead from other sources.
32. Human blood or other potentially infectious materials.
33. Hazardous chemicals.
34. Construction activities.
35. Fall Protection — Construction.
36. Vehicle on construction site.
37. Construction-type material handling equipment.

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38. Excavations activities.

### **GENERAL DUTY: SAFE AND HEALTHFUL WORKPLACE**

The employee:

1. Has exposure to life threatening situations.
2. Has exposure to hot, cold, wet, humid or windy weather conditions.
3. Has exposure to hazardous driving conditions.
4. Has exposure to shaking objects or surfaces.
5. May work in confined spaces.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered heavy work.

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### **JOB DESCRIPTION AND WORKER CHARACTERISTICS: JOB DUTIES**

#### **ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101.**

##### **A. Wastewater Plant Operator Duties**

1. Inspects treatment plant processes to ensure the proper and efficient operation of all equipment (e.g., reads gauges and meters, records data, changes charts, etc.).
2. Takes samples, performs laboratory tests on wastewater, and monitors chemical feeds.
3. Maintains equipment (e.g., lubricates moving parts, adjusts and changes packing, cleans bar screens, cleans and replaces filters, etc.), makes minor equipment repairs, and reports major mechanical repairs to appropriate personnel.
4. Performs wastewater collection system and storm sewer construction, maintenance, and repair assignment.
5. Performs routine building and ground maintenance tasks (e.g., mows grass, cleans and unclogs drains, sweeps and mops floors, picks up refuse, disposes of trash, etc.).
6. Maintains test results and maintenance records for EPA compliance.
7. Prepares daily and monthly operational reports for the treatment facility.

##### **B. Water Plant Operator Duties**

1. Operates and monitors treatment plant and related facilities in accordance with established operating procedures.
2. Inspects plant to ensure the plant and equipment continuously operates in accordance with established standards.
3. Observes meters, gauges, and dials and records readings.
4. Regulates chemical feeds, starts and stops pumps, motors, and other equipment.

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5. Adjusts valves and regulates equipment to maintain maximum efficiency.
  6. Services and performs preventive maintenance (e.g., cleans and adjusts equipment, makes minor repairs, lubricates parts, changes packing, cleans filters, paints equipment, replaces belts, etc.), and reports major mechanical failures to appropriate personnel.
  7. Draws samples and performs chemical, bacteria, and/or biological testing and analysis; prepares samples and chain of custody form for outside laboratory testing.
  8. Prepares and maintains records related to plant operation and activities (e.g., addition of chemicals, gallons processed, test results, etc.).
  9. Performs water distribution system construction, maintenance and repair assignments.
- C. Lifts up to one hundred (100) pounds a distance of thirty (30) yards.
- D. Follows all Village safety practices and procedures.
- E. Attends safety meetings and seminars.
- F. Subject to being on call twenty-four (24) hours a day, seven (7) days a week.
- G. Maintains required licenses and/or certificates.
- H. Demonstrates regular and predictable attendance.

### **OTHER DUTIES AND RESPONSIBILITIES:**

1. Attends workshops or seminars related to duties performed.
2. Demonstrates and maintains satisfactory public relations.
3. Assists other Village and department employees in performing their duties.
4. Performs other duties as assigned by supervisor.

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**MINIMUM ACCEPTABLE CHARACTERISTICS:** (\*indicates developed after employment).

**Knowledge of:** Village policies and procedures; safety practices and procedures; water and wastewater treatment regulations; water and wastewater distribution systems construction, maintenance, and repair; water and wastewater distribution systems and components; water meter maintenance and repair; water distribution principles and practices; laboratory equipment and supplies; equipment, chemicals, and other materials used in custodial services; public relations; lab procedures.

**Skill in:** operation of water and wastewater sewer plant treatment, plant process operations and equipment; digger derrick truck; backhoe; sludge injector; power tools; two-way radio.

**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 in often adverse conditions; travel to and gain access to work site; lift up to 100 pounds and move a distance of 30 yards; work safely; exhibit and maintain satisfactory work ethics and public relations.

**PERFORMANCE EVALUATION:**

Per the Village of Versailles Policy Manual.

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent who will be required to follow other instructions and perform any duties required by the position's supervisor, Village Administrator, Mayor, or designee.

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Approved by Mayor or Designee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date