

Village of Greenfield
An Equal Opportunity Employer

JOB DESCRIPTION

*Specifications are intended to present a descriptive list of the range of duties performed by employee.
Specifications are **not** intended to reflect all duties performed within the job.*

Position Title: Sewer Operator of Record, Class III
Department: Public Service
Division: Sewer
Reports to: Public Service Director

JOB PURPOSE SUMMARY

Under supervisory direction of the Public Service Director or designee; requires knowledge to operate Wastewater Treatment Plant facilities to control flow and processing of wastewater, sludge and effluent and Collection System operations; analyzes instrument readings and laboratory test results to adjust processes; knowledge of safety practices and procedures set forth by Village of Greenfield; to perform other related duties as assigned.

PRIMARY FUNCTION

The following duties are typical for this job position. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices

Under supervisory direction of the Public Service Director; performs all operators' duties at the treatment plant facilities to control flow and for the processing of wastewater, sludge, and effluent; monitors gauges, meters, control panels and SCADA System; observes variations in operating conditions and interprets meter, gauge readings and test results to determine processing requirement; operates valves and gates either manually or by remote control; starts and stops plant equipment to control and adjust flow and treatment processes; operates and maintains power generating equipment; follows safety policies and procedures set forth by Village of Greenfield; collects samples of wastewater at various locations in the treatment system; performs laboratory analysis and interprets and record results; prepares and maintains records related to plant operation and activities (e.g. addition of chemicals, gallons processed, test results, log, meter readings, gauge readings); inspects equipment to ensure proper operating conditions and makes minor repairs to plant equipment (e.g. check motors, pumps, blowers, valves screens, filters,

sludge belt press and other equipment to identify routine operating problems); notifies proper authority of major malfunctions; operates small motorized equipment, power tools, and hand tools (e.g. pick up trucks, tractors, chainsaw, mowers, weed eaters, etc.) to perform routine maintenance & repair on the Wastewater Treatment & Collection System and grounds; operates medium and heavy equipment (e.g. backhoe, dump truck, skid loader, sewer televising equipment, sewer jet & cable cutting machine, etc.) to repair and maintain the Wastewater Treatment & Collection System and grounds; moves and lifts material up to 50 lbs.; handles hazardous chemicals such as Alum and other chemicals as required; maintains required licenses and/or certificates; must instruct or train all Sewer Operators and/or Operators in Training (OIT) personnel in all aspects of the Wastewater Treatment Plant facilities and the Collection System operations; maintains required OEPA daily journal/log; performs other related duties as assigned by supervisor.

KNOWLEDGE, ABILITY AND SKILL

The following generally describes the knowledge, ability and skill required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

- Knowledge of state and federal guidelines regarding Wastewater Treatment Plant and Collection System operations.
- Knowledge of fractions, decimals, & percentages.
- Knowledge of handling hazardous materials.
- Knowledge of safety practices and procedures set forth by Village of Greenfield.
- Knowledge of equipment, chemicals and other materials used in wastewater procedures.
- Knowledge of wastewater equipment maintenance methods.
- Knowledge of workplace safety and occupational hazards.
- Knowledge of Wastewater Treatment Plant & Collection Systems operating procedures.
- Knowledge of laboratory testing methods and procedures.
- Knowledge to operate small to heavy duty equipment.
- Skill in operating small motorized equipment (e.g. hand & power tools).
- Skill in operating medium to heavy duty motorized equipment (e.g. backhoe, dump truck, skid loader, sewer televising equipment, sewer jet & cable cutting machine, etc.)
- Skill in computer operation.
- Skill in treatment plant and collection system equipment (e.g. pumps, gauges, control panels, laboratory equipment, etc.).
- Ability to use other tools that may be required to do the assigned job.
- Ability to carry out detailed but basic written or oral instructions.

- Ability to interpret extensive variety of technical material in books, journals and manuals.
- Ability to deal with problems involving several variables within a familiar context.
- Ability to recognize unusual or threatening conditions and/or safety warnings, detect minor equipment malfunctions, determine proper method of repair and take appropriate action.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to exercise independent judgment and discretion.
- Ability to understand, interpret and apply laws, rules and regulations to specific situations.
- Ability to understand system of mechanical procedures.
- Ability to interpret and record figures accurately.
- Ability to add, subtract, multiply and divide numbers.
- Must be able to read, verbally communicate and comprehend safety instructions and various communications.
- Ability to understand and interpret a variety of written and/or verbal communications.
- Ability to prepare and maintain accurate documentation, communicate effectively and maintain records according to established procedures.
- Ability to instruct or train others; develop and maintain effective working relationships.
- Demonstrate regular and predictable attendance as directed by supervisor.
- Maintain regular consistent and professional attendance, punctuality, and personal appearance; adherence to relevant health & safety procedures and quality management.
- Proven oral and written skills required.
- The ability to travel if requested.
- Requires High School Diploma or equivalent.
- Must possess and maintain an Ohio valid driver's license and/or CDL class license with proper endorsements.
- Must possess and maintain an OEPA license for Sewer Operator Class III.
- Must fulfill all duties, responsibilities and requirements of Sewer Operator of Record as required by Ohio Administrative Code (OAC) and OEPA Operator Certification.

PHYSICAL DEMANDS

- May have contact with potentially violent or emotionally distraught person(s).

- May have exposure to life threatening situations.
- May be exposed to potentially vicious animals.
- May be exposed to human blood or other potentially infectious materials.
- May be exposed to unpleasant conditions (e.g. sewage, sewer odor/gas, loud noise, dust, dirt, water, mud, etc.)
- May work in tight and/or confined area.
- May work outside exposed to unpleasant weather conditions (e.g. rain, lightening, wind, humidity, hot & cold temperatures, snow & ice, etc.)
- May be exposed to extreme non-weather related heat or cold.
- May be exposed to hazardous driving conditions.
- May be exposed to shaking objects or surfaces.
- May work various shifts if assigned.
- May lift &/or transport up to 50 lbs.

VILLAGE POLICY/PROCEDURE COMPLIANCE

Follow all Village of Greenfield Codified Ordinances, policies and procedures as well as all local, state, and federal laws concerning employment to include, but not limited to: I-9 information, EEOC, Civil Rights, and ADA.