

## JOB DESCRIPTION

**Position Title:** Wastewater Class 1 Operator

**Reports To:** Administrator

**Group/Department:** Wastewater

**Safety Sensitive Position:** Yes

### **Position Summary:**

Under the direct supervision of the Administrator, operates, maintains, and performs preventative maintenance on Village Lift Stations, Wastewater Treatment Plant, and related equipment.

### **Principal Duties and Responsibilities:**

1. Work independently on a variety of assigned tasks.
2. Participate in the on-call duty program on a rotational basis.
3. Inspect, operate, test, and maintain a variety of wastewater pumping equipment, wastewater treatment plant, including pumps, mowing treatment plant and pump stations.
4. Collect wastewater samples, as required.
5. Read and interpret drawings, diagrams, and blueprints; record and log a variety of readings. Submit monthly reports to Ohio EPA.
6. Use a variety of power and hand tools, perform a variety of related carpentry, pipefitting, valve repair, and cement work.
7. May cross-train with other departments
8. Utilize computer software programs.

### **Minimum Qualifications:**

1. United States citizenship.
2. Possess a high school diploma or equivalent (GED)
3. A valid Ohio driver's license with a clean driving record for the past three years.
4. Possess a Class 1 wastewater operator license.
5. Knowledge of Excel, Word, and other computer programs preferred.

### **Additional Knowledge, Skills or Abilities Needed:**

1. Skilled in multi-tasking.
2. Knowledge of wastewater distribution procedures, equipment, material, and tools used in the operation and maintenance of motors, pumps, and other equipment.
3. Ability to speak effectively with citizens, business professionals, or employees of the Village.
4. Ability to keep track of details.
5. Ability to work in harsh outdoor conditions, including but not limited to, extreme temperatures, harsh sunlight, extreme wet or dry conditions, etc.
6. Physically able to sit, stand, walk, stoop, kneel, crouch, and crawl as needed.
7. Physically able to use hands and fingers to feel objects, tools, or controls.
8. Physically able to lift or carry moderately heavy objects up to 100 pounds.
9. Ability to be near moving mechanical parts, occasionally in precarious places and be exposed to potential electrical shock.
10. Physically able to wear appropriate personal protective equipment (PPE) to include footwear, helmet, and other.
11. Physically able to work long hours to include overtime, as assigned.
12. Ability to work irregular hours to include weekends, holidays, and evenings.

This job description should not be interpreted as all inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts management's rights to assign or reassign job related responsibilities and tasks to this job at any time. Certain functions are understood to be essential; these include, but are not limited to, attendance, getting along with others, working a full shift, and dealing with and working under stress. Any essential function of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirements due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodations for the specific disability will be made for the incumbent/applicant when possible.

**While this position description generally contains the duties and responsibilities for the part-time position, I understand that there may be additional duties to the position that are not listed. My (employee) signature below signifies that I have reviewed the and understand the contents of my position description.**

\_\_\_\_\_  
Employee's Printed Name

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date