

SANDUSKY COUNTY

An Equal Opportunity Employer

POSITION DESCRIPTION

Agency: Board of Commissioners **Unit:** Sanitary Sewer & Water Treatment
Name: **Position Title:**
Class Title: Operator in Training **Class Number:** 66750

Dept./Div.: Sanitary Engineering **Civil Service Status:** Classified
Reports To: Lead Operator **Employment Status:** Full-time
Pay: Resolution **FLSA Status:** Non-exempt

QUALIFICATIONS: An example of acceptable qualifications:

Completion of secondary education with extensive knowledge of Microsoft Office.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid Ohio vehicle operator's license with an acceptable driving record. Must pass both the Ohio EPA Class 1 Wastewater Treatment exam and Ohio EPA Class I Water Supply exam within 2 years from date of accepting position. Once the exam requirements are met, the employee will be promoted into the Operator I Position Description.

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

Backhoe, computer, laboratory equipment, motorized equipment (riding lawnmower, trimmers, pumps, etc.), office equipment (copier, fax, phones, etc.), plows for snow removal, portable and standby generators, radio equipment, and vehicles.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING

CONDITIONS: For purposes of ORC 4167.

Occasional - Abusive and/or irate customers; Attends functions or performs duties outside normal working hours; and Exposure to confined spaces, construction hazards, dust and/or fumes, hazardous driving conditions, heavy equipment, hot and cold temperatures, life threatening situations, loud noise, potentially vicious animals, severe weather, and traffic.

Periodic - Exposure to electrical hazards, and irritating and/or hazardous chemicals.

Constant - Required to be on call and Travel to work sites.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The Essential Functions of the position identified on subsequent pages are for purposes of 42 USC 12101. My signature below signifies that I have reviewed and understand the contents of my position description and I can perform all the essential functions of this position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)

(Employee Printed Name)

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| Agency: | Board of Commissioners | Unit: | Sanitary Sewer & Water Treatment |
| Name: | | Position Title: | |
| Class Title: | Operator in Training | Class Number: | 66750 |
| Supervisor's Title: | Engineer In Training Supervisor | Number: | 72112 72315 |

Supervises: N/A

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES: In order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: (* indicates developed after employment)

40% (1) Operates, maintains, and repairs of the wastewater and water systems as applicable; Performs laboratory analysis of water and wastewater samples as required by the Ohio EPA Permits; Maintains lab along with preparation of chemicals required for testing; Oversees preparation of and forwarding of required Ohio EPA reports as required; Evaluates data for permit compliance and recommends changes in procedures; Ensures, directs and coordinates the operation of the wastewater and/or water treatment plants; Receives and responds to calls for emergency assistance at all times and often in hazardous weather conditions; Directs implementation of emergency plans, identifies maintenance needs and recommends field projects; Performs emergency operation, maintenance and repairs of facilities to ensure operational status; Installs and repairs water meters, remotes, shutoffs, etc.; Records and adjusts chemical feed for water system based on daily testing and monitoring; Collects samples and performs chemical analysis of samples (including all tests required); Oversees maintenance of records and the preparation of required submitted Ohio EPA Reports; Operates and maintains the data acquisition systems (main and remote terminals); Checks pump cycles at stations along with calculating pumping rates; Coordinates special programs (i.e. cross connection control, backflow prevention, leak audits, etc.); Provides technical assistance to other sewer and water systems; and Performs field and OUPS locates.

| | |
|--------------------------|--|
| (1) Knowledge of: | (a); (b); (h)*; (i); (j); (k)*; (n); (t); (u); (v); (w). |
| Skill in: | (a); (b); (c); (f); (g); (h); (i); (j); (k); (m). |
| Ability to: | (a); (d); (e); (f); (g); (i); (k); (l); (n); (r); (s); (t); (u). |

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OTHER DUTIES AND RESPONSIBILITIES: (* indicates developed after employment)

10% (4) Answers questions and provides general information to the public; Investigates customer inquiries and attempts to resolve complaints; Prepares correspondence and maintains records for filing; Maintains record of work completed; Data entry and prepares reports; Purchases parts, equipment, supplies, and materials; Provides field inspection and/or representation for the office; Attends meetings and seminars as necessary; Assists in completion of special projects or assignments; Prepares and plans for emergency conditions; Notifies supervisor of emergency situations; and Performs other duties as assigned.

(4) **Knowledge of:** (d); (h)*; (k)*; (m)*; (o).
Skill in: (b); (c); (f); (j).
Ability to: (a); (b); (c); (d); (e); (f); (h); (j); (k); (l); (n); (p); (q); (r); (s); (t).

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MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

Knowledge of: (a) Accounting procedures and budgetary process; (b) Certification/license requirements; (c) Civil engineering; (d) Construction procedures and inspection techniques; (e) Drafting techniques; (f) Government grant programs; (g) Land use planning; (h) Office rules and regulations*; (i) Operation and maintenance of water and wastewater systems; (j) Operation of laboratory equipment along with lab procedures; (k) Organizational policies and procedures*; (l) Payroll policies and procedures*; (m) Personnel policies and procedures*; (n) Records preparation and management; (o) Safety standards, practices and procedures; (p) Statistics; (q) Supervision and management principles; (r) Utility billing procedures; (s) Visits construction site and ensures compliance with construction plans and specifications; (t) Wastewater collection principles and practices; (u) Wastewater EPA treatment regulations; (v) Water distribution systems principles and practices; (w) Water EPA treatment regulations; (x) Water Supply and Sewer Districts (ORC 6103, 6117 & 6119).

Skill in: (a) Chemistry; (b) Computer operation; (c) Data entry; (d) Drafting; (e) Engineering practices; (f) Motor vehicle operation; (g) Operation of motorized equipment; (h) Operation of office equipment; (i) Operation and utilization of laboratory equipment and instruments; (j) Public Relations; (k) Radio Operation; (l) Typing; (m) Utilize hand tools.

Ability to: (a) Accurately record data and prepare routine correspondence; (b) Answer routine telephone inquiries; (c) Arrange items numerically or alphabetically; (d) Apply principles to solve practical, everyday situations; (e) Attend work regularly and predictably; (f) Define problems, collect data, establish facts and draw valid conclusions; (g) Demonstrate manual dexterity and ability to lift up to sixty (60) pounds; (h) Develop and maintain effective working relationships; (i) Diagnose malfunctions and determine proper method of repair; (j) Exercise sound judgment and communicate effectively through speech and writing; (k) Interpret and follow a variety of instruction in written, oral, picture and schedule form; (l) Interpret extensive variety of technical material in books, journals and manuals; (m) Maintain information of confidential nature; (n) Maintain accurate documentation and records according to established procedures; (o) Plan and coordinate work of others; (p) Prepare and deliver speeches and presentations; (q) Prepare maps, charts, graphs, plans, reports, instructions and procedures; (r) Recognize unusual or threatening conditions and take appropriate actions; (s) Resolve complaints; (t) Travel to work sites; (u) Use higher mathematics.