

CITY OF FREMONT
An Equal Opportunity Employer

POSITION DESCRIPTION

Class Title:	Wastewater Operator I	Position Title:	Wastewater Operator I
Class Number:		Employee Name:	
Dept./Division:	Water Pollution Control Center	Civil Service Status:	Classified
Reports To:	WPCC Asst. Supt. Operations	Employment Status:	Full-time
Pay:	Hourly	FLSA Status:	Non-exempt

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:

Completion of secondary education and six (6) months skilled maintenance experience, or equivalent; demonstrable ability to understand system of mechanical and technical procedures, maintain accurate records and perform manual labor. Must possess or be able to obtain a Class I OEPA Wastewater Treatment Operator's License and a valid Ohio Commercial Driver's License with applicable endorsements.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess or be able to obtain a Class I OEPA Wastewater Treatment Operator's License and a valid Ohio Commercial Driver's License with applicable endorsements.

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

Pumps, electronic equipment, dumpster truck, backhoe, lawn mower, snow blower, various laboratory equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

For purposes of O.R.C. 4167.

The employee: has exposure to noisy operations or activities; compressed gases; hand and portable tools; human blood or other potentially infectious materials; hazardous chemicals; hot, cold, wet, humid and windy weather conditions.

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

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JOB DESCRIPTION AND WORKER CHARACTERISTICS:
JOB DUTIES in order of importance

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

1. Learns to operate wastewater treatment plant by performing job duties under direction of licensed operator; tours plant and ensures plant operates within regulatory guidelines; confers with licensed operators as necessary when collecting samples, observing meters, adding chemicals, recording readings, etc.
2. Pumps primary sludge from settlers to digester; skims scum and grease from settling tanks; replaces chlorine cylinders and regulates as instructed the chemical feed (chlorine, bleach, ferrous, bisulfate, polymer, etc.); starts and stops and assists in making minor repairs to pumps, mixers, motors and equipment.
3. Performs basic laboratory tests; confers with management as necessary to make appropriate adjustments.
4. Maintains records and prepares reports related to plant operation and activities.
5. Visually inspects equipment to ensure proper operating condition; checks motors, pumps, blowers, valves, compressors, screens, filters, and other equipment to identify routine operating problems; performs routine preventative maintenance on equipment; notifies proper authority of major malfunctions or mechanical break downs.
6. Performs custodial maintenance; tank cleaning; mows grass, paints, washes windows, dusts, mops, etc.; handles hazardous chemicals such as acid, chlorine, lime, ferrous chloride, sodium hypo chlorate, sodium bisulfate, polymer, and other chemicals as required.
7. Maintains required licensures and certifications.
8. Demonstrates regular and predictable attendance.
9. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

OTHER DUTIES AND RESPONSIBILITIES:

1. Attends meetings, seminars and training sessions.

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2. Performs other duties as required.

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

Knowledge of: wastewater treatment plant operating procedures*; equipment utilized in treatment processes; regulatory standards*; custodial methods; hazardous chemicals; safety practices and procedures; laboratory testing methods and procedures*; laboratory equipment and supplies*.

Skill in: use of basic hand tools; motor vehicle operation.

Ability to: recognize unusual conditions and take appropriate action; deal with problems involving several variables in a familiar context; add, subtract, multiply and divide whole numbers; maintain accurate records; gather, collate and/or classify information about data and/or things; prepare meaningful concise and accurate reports; understand system of mechanical procedures; operate, inspect and perform routine maintenance of water pollution control plant machinery and equipment*.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My signature below signifies that I have reviewed and understand the contents of my position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)