

## **POSITION DESCRIPTION**

**Class Title:** Unlicensed Operator

**Date:** May 14, 2024

**Department:** Wastewater

**Union:** Laborer's International Union Local #860

**Location:** Geneva, Ohio

### **GENERAL PURPOSE**

Performs a variety of semi-skilled and skilled technical and maintenance work in the operation, maintenance and repair of wastewater treatment facilities and collection system.

### **SUPERVISION RECEIVED**

Works under the general supervision of the Wastewater Superintendent.

### **SUPERVISION EXERCISED**

None generally.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Monitors the performance of all equipment, gauges and charts in the treatment plant and pump stations; Records statistical data concerning plant operations; Maintains, operates, repairs and replaces equipment as necessary; Charts lab test results for trend analysis and maintains accurate records of analyses and test results; evaluates data and writes reports as required.

Operates, maintains and repairs malfunctions at the wastewater treatment plant; repairs gauges, pumps, filters and other controls and equipment.

Collects samples and identifies concentrations of chemical, physical or biological characteristics of wastewater required in accordance with local, state and Federal requirements; Gathers and tests wastewater samples for plant efficiency reports as required.

Assures that plant operates within required standards.

Calibrates, modifies or repairs instrumentation and control equipment including recorders, flowmeter and other water quality monitoring equipment.

Operates and maintains sewage pump stations; cleans wet wells and operates pumps and valves to control and adjust flow and treatment process.

Operates and maintains collection system equipment, cleans collection system, inspects sanitary main and lateral installation ensuring compliance to City standards.

An unlicensed operator is expected to be actively pursuing certification as an Operator, Wastewater Works, through course work and/or self-guided study, and taking the examination as given by the Ohio Environmental Protection Agency.

Performs related duties as assigned.

### **PERIPHERAL DUTIES**

Serves on various employee or other committees as assigned.

Maintains the drawings and schematics of electrical, collection system, plant facility and other systems in the treatment plant.

Monitors performance of electrical systems, circuits or equipment of the treatment plant.

### **DESIRED MINIMUM QUALIFICATIONS**

Education and Experience:

(A) Have a high school diploma or the equivalent;

(a) Documentation of successfully passing the general education development test or a statement of high school equivalence shall be accepted in lieu of a high school diploma.

(b) Completion of a vocational training program in the field of application may be accepted in lieu of a high school diploma.

### **NECESSARY KNOWLEDGE, SKILLS AND ABILITIES**

Have the ability to:

(a) Read and understand sections 6109 and 6111 of the Revised Code and the rules adopted there under;

(b) Perform mathematical calculations required to operate in the field for which certification is being sought; and

(c) Complete and maintain records and regulatory reporting forms required to document the proper operation of a treatment works, or sewerage system.

(d) Acquire a working knowledge of equipment, facilities, materials, methods and procedures used in wastewater treatment plant maintenance and operation activities; working knowledge of laboratory procedures and practices;

(e) Exercise skill in operation of some of the listed tools and equipment.

(f) To work safely; to communicate effectively verbally and in writing; to establish and maintain effective working relationships with employees, other departments and the public; to understand and carry out written and oral instructions.

## **SPECIAL REQUIREMENTS**

Valid State of Ohio Commercial Driver's license, Class B with tank endorsement, or the ability to obtain within one year of employment.

## **TOOLS AND EQUIPMENT USED**

Motor vehicle, generators, pumps, gauges, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, calculator, and a variety of lab equipment.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand. The employee is occasionally required to walk; talk or hear; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 150 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions. The employee occasionally works in high, precarious places or in places that may be dark, wet, and with strong odors requiring a confined space entry. The employee may occasionally be exposed to fumes or airborne particles, risk of electrical shock, and vibration. The employee is frequently exposed to toxic or caustic chemicals.

The noise level in the work environment is usually moderately loud.

**SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_  
(Indicates the employee was given a copy of the job description)

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_