

# City of Circleville



## Employee Job Description

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<b>Title:</b>	<b>Wastewater Plant Operator</b>	<b>Department:</b>	<b>Public Utilities</b>
<b>Status:</b>	<b>Full Time, Union, Classified</b>	<b>Supervisor:</b>	<b>Wastewater Superintendent</b>

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Under the general supervision of the Wastewater Superintendent, the Wastewater Plant Operator is responsible for the operation of all the equipment used to treat wastewater on an assigned shift; performs other duties as required and directed.

### **ESSENTIAL JOB RESPONSIBILITIES**

1. Operates and maintains such equipment as pumps, valves, blowers, samplers, and other related equipment in the Wastewater Treatment Plant, regulates equipment, as necessary.
2. Records and interprets readings of temperatures, pressures, weights, flow, and other data which is obtained from various gauges and meters.
3. Lubricates, cleans, and paints equipment.
4. Make minor repairs and adjustments to plant equipment; may assist in major repairs to equipment.
5. Collects samples of wastewater at various locations in the treatment system and performs minor laboratory tests as required.
6. Required to participate in maintaining the plant structure and surrounding grounds as time permits, shovels snow, cuts grass, maintains plant in a clean and orderly condition.
7. Maintains records and prepares required reports.
8. May be required to work alone without supervision.
9. Demonstrates regular and predictable attendance.
10. Performs other duties as required and directed.

### **EDUCATIONAL AND WORK EXPERIENCE REQUIREMENTS**

1. Must hold a high school diploma or equivalent.
2. Must have a combination of training and work experience which indicates possession of the skills, knowledge and abilities included in this position description.
3. Knowledge of modern methods used for treating raw wastewater; knowledge of state and local laws that regulate the treatment of wastewater is preferred but not required.
4. Knowledge of the safety problems that exist in wastewater treatment plants and methods observed for preventing accidents and injuries to workers is preferred but not required.
5. General knowledge of chemistry, physics, and microbiology is preferred but not required.

### **COMMUNICATION SKILLS/REQUIREMENTS**

1. Ability to establish and maintain effective working relationships with city officials, employees and the general public using established precedents, practices, resourcefulness, and tact in solving new problems.
2. Ability to prepare and successfully write clear and concise reports.

### **MATHEMATICAL ABILITY**

1. Basic addition, subtraction, multiplication, division, and percentages are used regularly.

### **LICENSES/CERTIFICATIONS**

1. Possession of valid State of Ohio drivers' license and the ability to meet the City of Circleville's requirements for insurability.
2. Required to complete and pass a basic wastewater class and obtain a Class I Wastewater Works Operator License issued by the Ohio EPA within two (2) years of employment (effective 9-25-2019).

### **PHYSICAL DEMANDS**

1. Ability to lift up to 50 lbs. occasionally.
2. Ability to work in adverse weather conditions for long periods of time.
3. Ability to work on rough terrain, climb ladders and steps and work in a confined space.
4. Ability to operate power hand tools and equipment, trucks, tractors, front end and skid loaders, mowers, and hand trucks.

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### WORK ENVIRONMENT

Work is performed both inside and outside with exposure to weather temperatures that may range from below 32 degrees to above 100 degrees for periods of more than one hour. Individuals are exposed to noise, vibration, physical hazards, and oil. Individuals are exposed to fumes, odors, dust, mists, gases, or poor ventilation.

### ADDITIONAL INFORMATION

Must establish a primary place of residence within a 20-mile radius of the City of Circleville within 180 days after completion of probationary period and maintain such place of residence during employment with the City of Circleville.

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*The above job description is a representation of the major duties and responsibilities of this position. I have read and understand the expectations of this position and addressed my concerns and/or questions with the HR Department.*

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Employee Printed Name \_\_\_\_\_ Date \_\_\_\_\_

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Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

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Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

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Department Head Signature \_\_\_\_\_ Date \_\_\_\_\_

The summary is not intended to be an exhaustive list of all responsibilities, skills, efforts and working conditions associated with the position. It is, instead, a summary of the elements of the position that were observed of which an incumbent indicated are necessary to perform the position. Possible consideration for reasonable accommodations would occur where applicable within the Americans with Disabilities Act.

*This job description shall not be considered as an employment contract with an employee.*