

POSITION DESCRIPTION
WILLIAMS COUNTY ENGINEER
 An Equal Opportunity Employer

Position Title: Waste Water Operator in Training

Department: Sanitary **Date:** October 01, 2013

Pay Class: **FLSA Classification:** Non-exempt

Civil Service Status: Classified **Exempt Category:**

General Purpose for Job: Assist with the repair and maintenance of County wastewater treatment plants and collection systems.

Reporting Structure for: Waste Water Operator in Training

Department Director or Administrator: County Sanitary Engineer
Department Manager: Operations Manager
First-level Supervisor: Operations Manager

Coordinates work of: Seasonal Workers
Supervises: Seasonal Workers

DUTIES *(The duties listed below are representative of the work performed by this classification. All duties are essential functions of the job unless otherwise noted. The percentage of time allocated to each group of duties is approximate.)*

<u>Duty Group</u>	<u>% Time:</u>
<ul style="list-style-type: none"> • Assist with and learns the proper operations of treatment plants and collection system <ul style="list-style-type: none"> ○ Routinely inspects, records data, and maintains pump stations, conduit, manholes, and equipment throughout the systems as needed ○ Performs preventive maintenance to equipment which includes, but is not limited to, greasing bearings and checking fluid levels and belts ○ Installs, repairs and replaces treatment plant plumbing and electrical equipment using a variety of hand/power tools ○ Performs various activities such as scraping clarifier hoppers, raking sand filters, painting grating and washing equipment ○ Operates pick up truck and various other equipment such as dry sludge spreader, portable trash pump, jetter, and power lift ○ Conducts laboratory testing to determine condition of sludge and wastewater and performs EPA testing ○ Collects all samples as needed to meet NPDES Permit • Maintain plant grounds <ul style="list-style-type: none"> ○ Operates a variety of lawn and garden equipment such as lawn mower, weed-eater and chainsaw for plant grounds maintenance 	<p>90%</p> <p>5%</p>

- Plows snow as needed
- Miscellaneous duties 5%
 - Inspect equipment and vehicles (e.g., fluid levels), cleaning and reporting maintenance as needed
 - Performs various custodial duties
 - Complete simple forms and reports
 - Perform other related duties as assigned or requested

MINIMUM EDUCATION AND EXPERIENCE

Education: High school diploma

Experience: One years of related work experience

A different combination of education and experience may be acceptable if deemed equivalent.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge, skill and ability necessary to:

- Learn to operate these and similar tools and equipment for a standard work shift, in accordance with customary operating and safety practices:

Representative Tools and Equipment	Used for:
● Medium to Heavy Motorized Equipment	
○ Dry Sludge Spreader	Spread Sludge
○ Dump truck	Hauling
○ Pick up truck	Loading
○ Backhoe	Digging holes
○ Snow Plow	Plow Snow
● Small Machines	
○ Lawn Mower	Mow Lawn
● Hand and Power Tools	
○ Weed-eater	Grounds Maintenance
○ Rake and shovel	Moving and spreading dirt and stone
○ Lab Equipment	Testing

- Read instructions, operating manuals, departmental correspondence, bulletins, etc.
- Complete simple departmental reporting forms (e.g., time reports)
- Maintain effective working relationships with supervisor and co-workers
- Perform work of a physical nature for extended periods of time
- Properly collect and deliver wastewater samples for testing
- Learn to understand treatment plant collection systems maintenance and repair procedures, and biological treatment procedures and chemicals
- Learn to understand and complete lab procedures
- Learn to understand and plan for repairs for home sewer connections and grinder basins
- Follow simple instructions

LICENSE OR CERTIFICATION

- Valid State of Ohio Drivers' License with a driving record acceptable to the Engineer's Office insurance provider

PHYSICAL DEMANDS

- Frequently standing for long periods of time, bending, stooping, raking, shoveling or sweeping.
- Occasionally lifting or pushing weights in excess of 20 pounds, walking, climbing stairs, and confined space entry
- Must be able to work in extreme hot or cold weather conditions

SCHEDULING DEMANDS AND CONSTRAINTS

- Must be willing and available to occasionally report for duty outside of regular shift

Employee Acknowledgement: I received a copy of this position description on (date) _____. I read the position description, and discussed with my supervisor any questions I had regarding the duties detailed herein. I understand that the position description is a representative listing of duties (not all inclusive) that may change in response to the employer's operations.

Signed: _____

Date: _____