



DELAWARE COUNTY BOARD OF COMMISSIONERS
AN EQUAL OPPORTUNITY EMPLOYER

Job Title:	Lead Operator	Department:	Regional Sewer District
Position Type:	Full-time 40 hours per week	Address:	Olentangy Environmental Control Center (OECC) 10333 Olentangy River Rd. Powell, OH 43065
Bargaining Unit:	AFSCME #8		
Typical Work Schedule:	7:00 a.m. – 3:00 p.m. Monday through Friday	Pay Range:	
Contact Information:	740-833-2120	FLSA:	Hourly, non-exempt
How to apply:	http://www.co.delaware.oh.us/hr/index.asp		

Objectives

Individual is responsible for assisting management in the proper operations of the treatment facility and discharge of quality effluent flow.
Individual reports to the Operations Manager.

Job Standards

A high school diploma or equivalent and three years experience in a wastewater treatment facility combined with the demonstrated ability to manage and lead subordinate personnel.

Employee must have a valid Ohio Driver's License, Commercial Driver's License class B with necessary endorsements or ability to obtain within 12 months, and an acceptable driving record. Must meet and maintain qualifications for driving on County business at all times, including insurability.

Employee must possess an Ohio EPA Class III Wastewater Operator Certificate.

All required licenses and certificates must be maintained as a condition of continued employment.

Job Description

ESSENTIAL JOB FUNCTIONS:

- Demonstrates regular and predictable attendance;
- In the absence of Manager, distributes work orders as needed;
- Assists with the review of safety policies and procedures;
- May be assigned to serve as the operator of record or backup as required, if individual possesses appropriate licensure;
- Supervises and insures the efficient operation of assigned wastewater treatment facilities;
- Assists in the supervision of staff involved with the wastewater treatment programs to include, but not limited to, assigning work, planning, monitoring performance (including safety practices) and training employees;
- Assists in planning, scheduling, organizing and supervising the work of the facility personnel, including time and attendance scheduling;
- Analyzes and makes necessary operational changes to insure efficient operation of the wastewater treatment facility with coordination from the Operations Manager;
- Inspects and requests necessary maintenance requirements for scheduling, enters work orders on maintenance program, helps prioritize maintenance needs for facility, monitors progress of work orders;
- Assists in the preparation of weekly, monthly and annual reports as required by the Operations Manager and the Ohio Environment Protection Agency to include, but not limited to, monthly e-DMR, Annual SSO reports, Annual Sludge reports, permit renewals, and effectively corresponds with the OEPA on the annual compliance inspection reports and other correspondence as required;
- Reviews and makes recommendations for additional or replacement equipment at the treatment facility;
- Assists in the supervision of the laboratory within the wastewater treatment facility;
- Prepares guidelines for tracking major shock or toxic loads that have been received at the treatment facility;
- Conducts inspection of assigned work areas, as required;
- Overtime as required;



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- Assists in the preparation of the preliminary budgets for plant operations.
- Performs any related essential functions as required;
- Other duties as assigned.

NON-ESSENTIAL JOB FUNCTIONS

Performs all related non-essential functions as required.

I. JOB REQUIREMENTS

Equipment:

- Individual operates computer, related applications and other equipment necessary to perform duties;
- Individual must be able to operate all equipment associated with the department;
- Individual occasionally uses rubber gloves and eye protection for safety purposes;
- Ability to use a motor vehicle is required.

Critical Skills/Expertise:

- Thorough knowledge of the activated sludge process;
- Ability to interpret the process control methods and relate to the treatment process to determine the condition of facility's biology, operational targets and wasting amounts;
- Thorough knowledge of required lab/field testing procedures;
- Thorough knowledge of various valves and valve operation;
- Knowledge of wastewater treatment chemicals and associated SDS;
- Ability to interpret the process control methods and relate to the treatment process to determine condition of facility's biology, operational targets and wasting amounts;
- Work involves moderately complex, relatively standardized tasks, processes and operations following established laws and procedures;
- Thorough knowledge of various pumps, grinders, samplers, blowers and other facility equipment and their operation;
- Ability to read and understand drawings, sketches, diagrams, blueprints, or maps used in performance of duties;
- Knowledge and ability to use computer programs such as Microsoft Word, Excel, Access, and Outlook;
- General ability to distinguish the different locations and operational characteristics of each plant and to follow a proper time management plan to ensure that all facilities are visited on a scheduled basis;
- Ability to work effectively with customers who may be upset, distraught, irate, emotionally or mentally or otherwise unable to function within a reasonable range of constructive behaviors;
- Thorough knowledge, adherence to follow and ensure compliance with safety policies, procedures and practices;
- Thorough knowledge and adherence with all federal, state and county government policies and procedures, laws and regulations.

II. RESPONSIBILITY:

Work involves moderately complex, relatively standardized tasks, processes and operations following established laws and procedures. Individual is given general direction in following established practices and policies. Manager provides technical instruction upon request. Individual independently makes critical decisions on a daily basis. Errors in work may not be detected and can cause inaccuracies in reports, records, or technical data resulting in inaccurate or incomplete information. Errors may cause minor to gross pollution of the receiving stream, resulting in possible human health concerns, ecological damage, and fines.

III. PHYSICAL EFFORT

Physical Requirements: Individual performs heavy work, which may require the lifting of up to one hundred (100) pounds.

Physical Activity: The physical activity of the position is manual dexterity, talking, hearing, reaching, climbing, balancing, stooping, crouching, crawling, standing, pushing, pulling, lifting, grasping, feeling, and walking.

Visual Activity: Individual performs work where the seeing job is close to the eyes and at or within arm's reach and also at varying distances.



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IV. WORKING CONDITIONS:

Individual works both inside and outside and is exposed to temperatures below 32 degrees and above 100 degrees for periods of more than one hour. Individual is exposed to noise, vibration, oil, chemicals, and physical hazards. Individual may be exposed to atmospheric conditions such as fumes, odors, dusts, mists, gases, or poor ventilation.

V. PERSONAL WORK RELATIONSHIPS:

Individual has contact with co-workers, employees in the department, and the general public. Individual may communicate with the public. Individual is responsible for maintaining a positive working relationship with Managers, co-workers, subcontractors, and other departmental personnel.

SUPERVISORY AND MANAGERIAL FUNCTIONS

Span of Control: Individual may assist in the supervision of the following employees:

- Regional Wastewater Facility Operators
- Custodian
- Chemist
- Truck Driver
- Building and Grounds Technician

Supervisory Functions:

Planning: Individual assists in the planning and achievement of short and long term goals.

Organizing: Individual assists in the coordination of maintenance projects for operations to achieve project goals.

Budgeting: Individual assists in the preparation and recommendations of the budget for operations of the facilities.

Instructing: Individual instructs subordinates in proper operations, sampling techniques, etc.

Training: Individual trains operators in the proper duties and techniques for the facility.

ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION

I have received a copy of the Job Description and have read and understand its contents. I acknowledge that the above description is a representation of the major duties and responsibilities of this position.

Employee:		Date:	
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Lead Operator

PCN#: 1192019621
 Job Code: 19607
 Skill Level: 6
 Wage:
 FLSA Status: Non-exempt
 Civil Service Class: Classified

Adopted by Resolution: 3/10/14