



DELAWARE COUNTY BOARD OF COMMISSIONERS
AN EQUAL OPPORTUNITY EMPLOYER

Job Title:	Package Plant Operator	Posting Dates:	
Department/Address:	Delaware County Regional Sewer District (DCRSD) (AFSCME #8)	Position Type:	Full Time
Typical Work Schedule:	7:00am – 3:00pm Mon - Fri	Pay Range:	County Compensation Plan
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 traveling county wide to ensure the proper operations of the various package plants, conducting operational testing to ensure quality, and reporting any problems as needed. Individual reports to the Operations Manager.

Job Standards

A high school diploma or equivalent is required.

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.

An Ohio EPA Wastewater Operator certificate is preferred.

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

Job Description

ESSENTIAL JOB FUNCTIONS:

- Demonstrates regular and predictable attendance;
- Inspects package plants to ensure proper operations and compliance, following critical verbal instructions, working independently and managing weekly and daily routine duties;
- Conducts field testing for plants which would include, but not be limited to, pH, chlorine residual, dissolved oxygen, alkalinity, ammonia, nitrates, phosphorus, aeration tank concentrations, and return sludge concentration;
- Monitors the facility, and all SCADA computers and reports abnormalities or problems to Manager or on call personnel;
- Conducts laboratory testing including, but not limited to, total solids, volatile solids, mixed liquor suspended solids and microscopic examinations;
- Performs proper calibration methods of laboratory and field meters. Completes proper maintenance and care to keep all analytical equipment in working conditions;
- Collects samples and delivers to regional treatment facilities. Must manage chain of custody reports and record sample data in spreadsheets as required in the appropriate NPDES permit or LAMP permit;
- Performs routine and corrective repairs and also takes preventative measures to protect equipment;
- Performs routine grounds maintenance; including but not limited to mowing, trimming, snow removal, painting, mulching;
- Must comply with all Ohio CDL laws;
- Sludge removal from facilities with proper equipment and/or vehicles;
- Overtime may be required as assigned by Manager;
- Cleans and maintains assigned work areas;
- Overtime as required;
- Responsible for various forms of data entry, logging and other forms of record keeping;
- May be assigned to serve as the operator of record or backup as required, if individual possesses appropriate licensure;
- Performs any related essential functions as required;
- Other duties as assigned.

NON-ESSENTIAL JOB FUNCTIONS:

Performs any related non-essential functions as required.



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I. SKILLS AND KNOWLEDGE:

Equipment:

- Individual has the ability to operate equipment including, but not limited to, lawn mower, weed eater, sludge pumps, sludge hauling vehicle, chemical pumps, centrifugal blower, positive displacement pumps, drill, power washer, bobcat, pH meter, chlorine meter, oxygen meter, thermometers, scales, centrifuge, field test kits, 2-way radio, automatic samplers, evaporation oven, muffle furnace, timers;
- Individual uses hand tools required for including, but not limited to, carpentry, masonry and mechanical;
- Hand tools including, but not limited to, a hammer, wrenches, screw drivers and other tools necessary to perform duties;
- Individual uses eye protection, ear plugs, rubber gloves, tripod, safety harness, fall protection, winch, gas monitor, safety shoes, protective clothing, blower for safety protection, and other safety equipment that may be assigned.

Critical Skills/Expertise:

- Ability to obtain knowledge of the activated sludge process;
- Ability to follow required lab/field testing procedures;
- Knowledge of wastewater treatment chemicals and associated SDS;
- Ability to follow package plant equipment units such as pumps, air lift pumps, PD blowers, centrifugal blowers, telescopic valves, valves, gasoline pumps, pressure washers and have the ability to learn certain mechanical tasks such as preventative maintenance measures including oil changes and greasing, and exercising of equipment;
- General ability to read and understand drawings, sketches, diagrams, blueprints, or maps as may be used in performance of duties;
- Knowledge and ability to use computer programs such as Microsoft Word, Excel, Access, and Outlook;
- Ability to interpret the process control methods and relate to the treatment process to determine condition of plant's biology, operational targets and wasting amounts;
- 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 and adherence to follow safety policies, procedures and practices;
- Thorough knowledge and adherence with all federal, state and county government policies and procedures, laws and regulations.

II. RESPONSIBILITY:

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.

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.



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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.

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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Package Plant Operator

PCN#: 1192019122
 Job Code: 19107
 Skill Level: 1
 Wage:
 FLSA Status: Non-exempt
 Civil Service Class: Classified

Package Plant Operator 1

PCN#: 1192019223
 Job Code: 19207
 Skill Level: 2
 Wage:
 FLSA Status: Non-exempt
 Civil Service Class: Classified

Package Plant Operator 2

PCN#: 1192019324
 Job Code: 19307
 Skill Level: 3
 Wage:
 FLSA Status: Non-exempt
 Civil Service Class: Classified

Package Plant Operator 3

PCN#: 1192019425
 Job Code: 19407
 Skill Level: 4
 Wage:
 FLSA Status: Non-exempt
 Civil Service Class: Classified

Adopted by Resolution: 3/10/14