



DELAWARE COUNTY BOARD OF COMMISSIONERS

AN EQUAL OPPORTUNITY EMPLOYER

Job Title:	Regional Wastewater Facility Operator	Posting Dates:	
Department/Address:	Delaware County Regional Sewer District (DCRSD) (AFSCME #8)	Position Type:	Full Time
Typical Work Schedule:	Day: F-W, 7 am to 7 pm, Th 3 pm to 11 pm Night: Th, 11 pm to 7 am, F-W, 7 pm to 7 am Both shifts- every other week, 80 hours Relief- M-F 7:00am-3:00pm-Required to cover Day and Night shifts if necessary.	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 the proper operations of the treatment facility and discharge of quality effluent flow, conducting laboratory testing to ensure quality, and reporting any problems as needed. Individual reports to the Operations Manager.

Job Standards

A high school diploma or equivalent required.

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

An OEPA 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;
- Conducts routine inspection of entire treatment facility;
- Performs routine analysis using approved standard operating procedures and records data on samples reflecting continued operation of the treatment facility and NPDES reporting including carbonaceous biochemical oxygen demand, total suspended solids, total solids, total volatile solids, e-coli, and fecal coliform;
- Monitors the facility, and all SCADA computers, and reports abnormalities or problems to Manager or on call personnel;
- Calibrates, operates, and maintains complex laboratory equipment;
- Identifies and classifies aquatic organisms with a microscope;
- Conducts laboratory testing procedures to determine condition of biomass and to help calculate quantity of waste;
- Performs field testing for treatment facility which would include, but not limited to, pH, chlorine residual, dissolved oxygen, alkalinity, ammonia, nitrates, phosphorus, aeration tank concentrations, and return sludge concentration;
- 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;
- Responsible for various forms of data entry, logging and other forms of record keeping;
- Cleans and maintains specific areas of facility as assigned;
- Overtime as required;
- May be assigned to serve as the operator of record or backup as required, if individual possess appropriate licensure;
- Performs any related essential functions as required;
- Other duties as assigned.
- Operator may be assigned to the any of the three shifts on an as needed basis:
 - Relief: Typical M-F, 7 am to 3 pm, every week but may fill in for day or night shift as needed
 - Day: F-W, 7 am to 7 pm, Th 3 pm to 11 pm - Every other week, 80 hours
 - Night: Th, 11 pm to 7 am, F-W, 7 pm to 7 am - Every other week, 80 hours
 - May be sent home early to fill in for the nightshift operator.



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NON-ESSENTIAL JOB FUNCTIONS:

Performs any related non-essential functions as required.

SKILLS AND KNOWLEDGE:

Equipment:

- Individual has the ability use the following equipment, including, but not limited to, lawn mower, weed eater, sludge pumps, chemical pumps, centrifugal blower, positive displacement pumps, rakes, shovels, hoes, drill, power washer, skid steer, forklift, 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, 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 interpret the process control methods and relate to the treatment process to determine the condition of facility's biology, operational targets and wasting amounts;
- Must possess the ability to follow critical verbal instructions, work alone and manage weekly and daily routine duties;
- Ability to obtain knowledge of required lab/field testing procedures;
- General knowledge of wastewater treatment chemicals and associated SDS;
- Work involves moderately complex, relatively standardized tasks, processes and operations following established laws and procedures;
- General knowledge of various valves, pumps, grinders, samplers, blowers and other facility equipment and their operation;
- General 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 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.

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.

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.

WORKING CONDITIONS:

Individual works both inside and outside and is exposed to temperatures below 32 degrees and above 100 degrees for periods of



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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.

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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Regional Wastewater Facility Operator

PCN#: 1192019117
Job Code: 19107
Skill Level: 1
Wage:
FLSA Status: Non-exempt
Civil Service Class: Classified
Revised: 1-14-2014

Regional Wastewater Facility Operator 1

PCN#: 1192019218
Job Code: 19207
Skill Level: 2
Wage:
FLSA Status: Non-exempt
Civil Service Class: Classified
Revised: 1-14-2014

Regional Wastewater Facility Operator 2

PCN#: 1192019319
Job Code: 19307
Skill Level: 3
Wage:
FLSA Status: Non-exempt
Civil Service Class: Classified
Revised: 1-14-2014

Regional Wastewater Facility Operator 3

PCN#: 1192019420
Job Code: 19407
Skill Level: 4
Wage:
FLSA Status: Non-exempt
Civil Service Class: Classified

Adopted by Resolution: 3/10/14