



City of Findlay

Job Title:	Waste Water Treatment Plant Operator	Job Category:	EEO-7
Department/Group:	Water Pollution Control Center/IUOE	Tested	No
Exempt:	No	Classified:	Yes
Level/Salary Range:	\$20.98 - \$24.05 (depending on license)	Position Type:	Full-Time
Appointed:	No	Hours:	Varies
Summary			
Working under the direction of the Plant Supervisor and Superintendent, the incumbent is responsible for controlling the processes of and operating the Water Pollution Control Center so that the facility meets EPA and other relevant standards; and so that effluent products are safe for the citizens of the City of Findlay.			
Job Description			
<p>SUPERVISORY RESPONSIBILITIES</p> <p>The Plant Operator is the first-line supervisor to Assistant Operators and others whose tasks directly impinge on the Water Pollution Control processes.</p> <p>ESSENTIAL DUTIES AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Monitors operational conditions of the facility, and recommends and sometimes directs adjustments, as needed; • Observes and acts on meter and gauge readings, and test results, to determine optimal Plant performance; • Controls flows throughout the facility, through means of operating control pumps, valves, engines, and blowers throughout the facility; • Prepares and maintains daily operational reports, to be submitted up the chain of command; • Collects samples and conducts laboratory analyses, when required; • Works unusual shifts and days-off schedules, as required by a 24/7 operation; • Performs unskilled duties, such as yard work, snow removal, facility cleaning, and the like, when needed; • Answers calls during non-business hours, regarding sewer issues, customer concerns, and the like; and directs the calls to the appropriate persons; • Conducts plant tours, when required; • Assigns tasks to Assistant Operator, and fills in for the Assistant when he/she is unavailable; • Makes regular rounds of the facility, and monitors computer panels on a regular schedule, to ensure proper Plant operation. This task includes monitoring pumps, aerators, blowers, sprayers, clarifiers, ultra-violet light system, and solids processing; • Assigns tasks to Assistant Operator, and fills in for the Assistant when he/she is unavailable; • Adjusts valves and gates manually, or by remote control, to regulate the flow of sewage through grinding, aeration, settling, and solids processing; • Compiles and maintains daily operational records, including meter and gauge readings. Documents any 			



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adjustments and problems that might have occurred during a shift;

- Knows and follows emergency generator protocol and other emergency procedures;
- Detects equipment problems and notifies the chain of command, and completes a work order form to document the need for a solution;
- Monitors and records weather information [rainfall, wind, snow, atmospheric conditions, temperature, and the like] that affects the operation of the plant;
- Monitors and samples Combined Sewer Overflow discharges, as required;
- Transports biosolids to the landfill, when required;
- Collects information regarding sewer call-ins and pumping station problems, and relays the information to the appropriate personnel;
- Monitors river elevations during flooding, and informs the Superintendent when the river rises to an agreed-upon "notification" level. Responds to callers regarding river elevation during flooding. Coordinates setting up "high water" barricades, when needed;
- Operates belt filter presses;
- Performs other duties as required.

LICENSES AND CERTIFICATIONS

- Ohio Class I Operator's License or higher (will consider an Operator in Training).
- Maintains certification through attendance at CEU classes during the relevant reporting period.

EDUCATION AND/OR EXPERIENCE

High School Diploma/GED

OTHER KNOWLEDGE, SKILLS AND/OR ABILITIES

- General working knowledge and experience with a variety of building/grounds maintenance tasks, specifically landscaping, HVAC, electrical system, carpentry, painting, structural repairs.
- Ability to follow directions.
- Ability to perform routine work.
- Works well with others, including office holders and the public; has courteous communication skills.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations must be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may be required to lift up to 100 pounds and performs other duties requiring frequent lifting, extensive walking; and working in confined spaces occasionally to perform duties required, with reasonable accommodation. A majority of the work requires good physical condition

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals



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with disabilities to perform the essential functions

While performing the duties of this job, the employee is both indoors and outdoors, unprotected from external weather conditions [extreme heat, extreme cold, rain, snow, and icy conditions]. The employee is frequently exposed to odors, dust, dirt, toxins, and other unpleasant conditions.

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