



# City of New Philadelphia, Ohio

## JOB DESCRIPTION

**Division/Department:** Wastewater

**Location:** Wastewater Treatment Plant

**Job Title:** Licensed Operator

**Reports To:** Wastewater Superintendent

**Supervises:** N/A

**Hours:** 40 per week, as scheduled by supervisor.

**EXEMPT**

**NON-EXEMPT**

**BARGAINING**

**NON-BARGAINING**

### SUMMARY OF POSITION

Performs necessary protocols to control flow and processing of wastewater.

#### EDUCATION REQUIREMENTS

- High school diploma or GED, or equivalent training or experience.
- Reasoning:
  - Ability to solve practical problems.
  - Interpret a variety of written and oral instructions.
- Mathematical:
  - Ability to perform ordinary mathematical and algebraic procedures in standard, practical applications.
  - Basic computer skills.

#### CERTIFICATION AND/OR LICENSURE REQUIREMENTS, KNOWLEDGE, SKILLS, AND ABILITIES

- Currently hold a valid Ohio CDL Driver's License, Class B, with manual transmission and airbrake endorsement.
- Candidates must currently possess OEPA Class I Wastewater license, or Operator-in-Training Class I Wastewater license.
- Ability to demonstrate a mechanical aptitude.
- Ability to frequently bend, squat/kneel, twist/turn, and reach above shoulder.
- Ability to occasionally climb, type on keyboard, and work with cold and hot substances.
- Ability to frequently lift up to 20 pounds.
- Ability to occasionally lift 21 to 100 pounds.
- Ability to sit 2 hours with break.
- Ability to walk and stand 3 hours with break.

<b>Division/Department:</b> Wastewater		
<b>Location:</b> Wastewater Treatment Plant		
<b>Job Title:</b> Licensed Operator		
<b>Reports To:</b> Wastewater Superintendent		
<b>SPECIFIC DUTIES INCLUDE, BUT ARE NOT LIMITED TO:</b>		
<ul style="list-style-type: none"> <li>• Operates treatment facilities to control flow and processing of wastewater.</li> <li>• Monitors SCADA system and control panels.</li> <li>• Observes variations in operating conditions and interprets meter readings.</li> <li>• Operates valves and gates either manually or by remote controls: starts and stops pumps to control and adjust flows and treatment processes.</li> <li>• Maintains a shift log and records meter reading and gauge level readings.</li> <li>• Performs sampling and routing laboratory testing and analysis.</li> <li>• Performs routine maintenance and custodial duties.</li> <li>• May be required to work with Sewer Department personnel, if needed.</li> <li>• Responsible for operations in absence of supervisory personnel.</li> <li>• Performs general maintenance and repairs on buildings, structures, and grounds such as wall, roof, and road repair.</li> <li>• Assists supervision in training of new employees.</li> <li>• Observes safe work practices and ensures that work done does not endanger others.</li> <li>• Performs custodial duties and painting, as required.</li> <li>• Consistently checks and responds to incoming email communication.</li> <li>• Performs other work or duties assigned by supervisor.</li> </ul>		
▶ <i>Responsibilities and tasks outlined in this document are not exhaustive and may change as determined by the needs of the City.</i>		
<b>WORK EXPERIENCE REQUIREMENTS</b>		
<ul style="list-style-type: none"> <li>• Possess the necessary skills in the safe operation of equipment, per job description.</li> <li>• Must update skills as required.</li> <li>• Ability to communicate effectively both orally and in writing in the English language.</li> <li>• Ability to perform all required duties, both mentally and physically.</li> <li>• Ability to maintain working relationship with other workers.</li> <li>• Can be expected to work at any time and will work shifts.</li> <li>• Ability to work independently and is self-supporting.</li> <li>• Displays discipline and focus in the work environment.</li> </ul>		
REVIEWED BY	Brian Myers	<i>Title: Wastewater Superintendent</i>
APPROVED BY	Ron McAbier	<i>Title: Service Director</i>

The City of New Philadelphia is an Equal Opportunity Employer (EOE), Minority/Female/Veteran/Disabled, offering a great work environment, challenging career opportunities, and competitive compensation.