

Job Description

JOB TITLE: Operator in Charge, Distribution / Collection

Education Requirements: High School Diploma or Equivalent. Must have at least a Class 1 Water or Class 2 Wastewater license from Ohio EPA. Attend various safety and job-related schools and seminars.

EQUIPMENT OPERATED: All equipment listed under Distribution / Collection Operator.

JOB REQUIREMENTS:

- 1- All requirements under Distribution / Collection Operator.
- 2- Oversee the daily operations of the Distribution / Collection systems and report any unusual problems to the Utilities Superintendent.
- 3- Attend Board Meetings when necessary.
- 4- Do inspections when required.
- 5- Take over the Distribution / Collection Department in the absence of Utilities Superintendent.
- 6- Make any suggestions or recommendations for improvements to the Distribution / Collection Department.
- 7- Manage job duties and personnel of the day-to-day operations.
- 8- Manage inventory of necessary parts and equipment.

Safety: Always perform safe work practices. Looks out for the safety of other workers and customers. Reports and suggest safety concerns to the Superintendent. Use all safety equipment for protection of himself and co-workers. Set an example for other workers.

Job Description

Job Title: Distribution / Collections Operator

Education Requirements: High School Diploma or Equivalent. May require a CDL or other various license by the State of Ohio EPA. Attend various safety and job-related schooling and seminars.

Equipment Operated: Backhoe, Dump Truck, Service Truck, Air Compressor, Hole Hog, Pumps, Cut Off Saw, Lawn Tractors and Mowers, Weed Eater, Generators, Valve Exerciser, Line Locator, Metal Detector, Computer, Hand Tools, Tapping Machine, Jet Truck (Non CDL operation), GIS equipment and software and other related equipment.

Job Requirements:

- 1- Respond to after hour call outs.
- 2- Do required service work and work orders in a timely and neat manner.
- 3- Operation of the GIS system, adding and updating the system.
- 4- Install-read-replace water meter and radio equipment.
- 5- Inspect and maintain the sewer collection system and lift stations.
- 6- Do required grounds maintenance, mowing and weed control.
- 7- Flush-repair-installing hydrants, install-repair-maintain water mains and service lines and valves.
- 8- Fill out the required paperwork in a neat orderly manner and turn into office.
- 9- Perform locates for 811 and report locates to 811.
- 10- Be polite and courteous to customers and co-workers.
- 11- Refer all complaints to the supervisor.
- 12- Be able to work independently.
- 13- Do any other jobs assigned.

Safety: Always perform safe work practices. Look out for the safety of other workers and customers. Report and suggest safety concerns to the Superintendent. Use all safety equipment for protection of himself and co-workers.

Job Description

Job Title: Wastewater Treatment Operator

Education Requirements: High School Diploma or Equivalent. Attend various safety and job-related schooling and seminars.

Equipment Operated: Wastewater Plant monitoring system, Various Pumps and Valves, UV System, Sludge Press, Jet Truck (Non CDL operation), Backhoe, Lawn Tractors and Mowers, Weed Eater, Generator, Computer and Lab equipment.

Job Requirements:

- 1- Respond to after hour call outs.
- 2- Monitor and record daily readings.
- 3- Do required maintenance and repairs in a timely and neat manner.
- 4- Do required maintenance of all equipment related to operation of treatment plant.
- 5- Do required maintenance and general cleaning of facilities.
- 6- Be able to work independently.
- 7- Sludge Primaries tank and transfer sludge as needed.
- 8- Wasting solids from the ditch to the digester.
- 9- Decant Digesters when needed to maintain solids levels.
- 10- Monitor and adjust final clarifiers.
- 11- Make the necessary adjustment to the Treatment Plant for proper operations .
- 12- Collect the required samples for lab testing.
- 13- Collect and analyze samples that are performed by the village.
- 14- Do required grounds maintenance, mowing and weed control.
- 15- Monitor and maintenance of the collection system and lift stations.
- 16- Refers all complaints to supervisor.
- 17- Any other jobs assigned.

Safety: Always perform safe work practices. Look out for the safety of other workers and customers. Reports and suggest safety concerns to the Superintendent. Use all safety equipment for protection of himself and co-workers.

Job Description

Job Title: Water Treatment Operator

Education Requirements: High School Diploma or Equivalent. Must have at least a Water Supply class 1 Operator from Ohio EPA. Attend various safety and job-related schooling and seminars.

Equipment Operated: Water Plant SCADA System, High Service Pumps, Well Pumps, Chemical Feed Systems and Equipment, Back Wash System, Lawn Tractors and Mowers, Weed Eater, Generator, Computer, Lab equipment and other job-related equipment.

Job Requirements:

- 1- Respond to after hour call outs.
- 2- Monitor and record daily readings.
- 3- Check chemicals and pumps on a required basis.
- 4- Monitor reservoir levels and report problems to supervisor.
- 5- Do required maintenance of all equipment related to operation of treatment plant.
- 6- Do required maintenance and general cleaning of facilities.
- 7- Reorder the needed chemicals.
- 8- Collect the required samples for lab testing.
- 9- Collect and analyze samples in which our lab is certified.
- 10- Perform backwash of filter as needed.
- 11- Do required grounds maintenance, mowing and weed control.
- 12- Be able to work independently.
- 13- Do any other job assigned.

Safety: Always perform safe work practices. Look out for the safety of other workers and customers. Reports and suggest safety concerns to the Superintendent. Use all safety equipment for protection of himself and co-workers.

Job Description

JOB TITLE: Operator in Charge of Water Treatment Plant

Education Requirements: High School Diploma or Equivalent. Must have at least a Class 1 Water Supply operator license from Ohio EPA. Attend various safety and job-related schools and seminars.

EQUIPMENT OPERATED: All equipment listed under Water Treatment Operator.

JOB REQUIREMENTS:

- 1- All requirements under Water Treatment Operator.
- 2- Oversee the daily operations of the Water Treatment Plant and report any unusual problems to the Utilities Superintendent.
- 3- Make sure monthly reports are completed and minimum staffing hours are fulfilled per Ohio EPA.
- 4- Attend Board Meetings when necessary.
- 5- Do inspections when required.
- 6- Take over the Water Department in the absence of Utilities Superintendent.
- 7- Make any suggestions or recommendations for improvements to the Water Treatment Plant.
- 8- Manage job duties and personnel of the day-to-day operations of the Water treatment plant.
- 9- Manage inventory of necessary parts and equipment

Safety: Always perform safe work practices. Looks out for the safety of other workers and customers. Reports and suggest safety concerns to the Superintendent. Use all safety equipment for protection of himself and co-workers. Set an example for other workers.

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Job Description

JOB TITLE: Operator in Charge, Wastewater Treatment

Education Requirements: High School Diploma or Equivalent. Must have at least a Class 2 Wastewater Operator License from Ohio EPA. Attend various safety and job-related schools and seminars.

EQUIPMENT OPERATED: All equipment listed under Wastewater Treatment Operator.

JOB REQUIREMENTS:

- 1- All requirements under Wastewater Treatment Operator.
- 2- Oversee the daily operations of the Wastewater Treatment Plant and report any unusual problems to the Utilities Superintendent.
- 3- Make sure monthly reports are completed and minimum staffing hours are fulfilled per Ohio EPA.
- 4- Attend Board Meetings when necessary.
- 5- Do inspections when required.
- 6- Take over the Wastewater Department in the absence of Utilities Superintendent.
- 7- Make any suggestions or recommendations for improvements to the Wastewater Treatment Plant.
- 8- Manage job duties and personnel of the day-to-day operations.
- 9- Manage inventor of necessary parts and equipment.

Safety: Always perform safe work practices. Looks out for the safety of other workers and customers. Reports and suggest safety concerns to the Superintendent. Use all safety equipment for protection of himself and co-workers. Set an example for other workers.