

**Franklin County Board of Commissioners
Classification Specification & Job Description**

<u>CLASSIFICATION TITLE:</u> Wastewater Operator 1	<u>CLASS NUMBER:</u> 50010	<u>FLSA:</u> Non-Exempt
<u>AGENCY/DIVISION:</u> Sanitary Engineering	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 180
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N10	<u>POSITION CONTROL #:</u> 090213
<u>POSITION LOCATION:</u> 280 E. Broad St., 2nd FL., Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Director (090100)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Wastewater Operator 1 classification is to monitor, operate and control wastewater treatment and collection systems to provide continuous collection of sewage from county customers and effectively treat the sewage as to environmentally protect streams and rivers in the county.

JOB DUTIES:

Conduct routine sampling. Perform, monitor, record and analyze influent and effluent flow readings. Record effluent color, odor and turbidity and perform effluent total chlorine analysis. Collect samples for contract testing. Conduct treatment plant walk-through to ensure safe operations of systems. Perform alkalinity and mixed liquor/clarifier ammonia test. Measure sludge blanket and performs thirty-minute settle ability test. Measure liquor dissolved oxygen. Adjust flow equalization. Perform microscopic evaluation of mixed liquor. Manage bio-solids disposal. Participate in system improvements. Provide customer service; address emergency situations, enforce local rules and advise lead-worker of any issues. Assist with resolving customer service issues. Operate and update Supervisory Control and Data Acquisition (SCADA) system.

Perform routine and preventative plant maintenance. Lubricate blowers, pumps, electric motors, rotor bearings and clarifier gear boxes. Check, repair and replace belts and air filters. Check plant back-up generators. Clean and maintain equipment and sand filters. Calibrate testing equipment and ensure that the backflow prevention device testing ports are functioning properly. Perform standardization of chemical reagents. Monitor and maintain refills for chemicals. Perform routine and preventative maintenance on collection system. Check collection system generators and lift station belts. Lubricate compressor and motor in collection system lift station. Maintain collection system controllers. Schedule and implement jet cleaning of collection system. Perform camera inspection of collection system and inspect manholes. Maintain safe work environment and develop contingency plan. Maintain hazardous materials plan, safety signage and supply of common personal protective equipment. Perform lock out/tag out procedures and confined space entry safety procedures. Catalog Material Safety Data Sheet (MSDS) information. Maintain records and operational logs. Document maintenance logs. Maintain and/or document lab bench sheets, lab equipment calibration and age of lab reagents. Maintain chain of custody for sample records. Prepare and submit reports for Ohio Environmental Protection Act (EPA). Maintain correspondence with appropriate regulatory agencies. Maintain professional development opportunities. Serve as lead-worker and performs duties of wastewater operator 2 in their absence. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of safety practices; agency policies and procedures; engineering. Skill in equipment operation. Ability to define problems, collect data, establish facts and draw valid conclusions; read and record figures accurately; comprehend and record figures accurately; recognize safety warnings; use proper research methods in gathering data; demonstrate physical fitness; demonstrate agility.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

High School diploma or GED with three (3) years of utility service experience; or any equivalent combination of training and experience.

Additional Requirements

State of Ohio Wastewater Operator I certification. Ability to obtain Class A certification with tanker endorsement within six months of start date.

Supervisory Responsibilities

None required.

UNUSUAL WORKING CONDITIONS:

May be required to wear personal protective equipment (PPE) to perform duties.

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name

Employee Signature

Date