

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

<u>CLASSIFICATION TITLE:</u> Wastewater Operator 2	<u>CLASS NUMBER:</u> 50011	<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> N11	<u>POSITION CONTROL #:</u> 090216
<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 2 classification is to manage and oversee the operation and control of 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 Franklin County.

JOB DUTIES:

Supervise, oversee, direct, and report on all activities of wastewater operator 1 and plant attendant staff. Approve all overtime and work schedules. Manage bio-solids disposal. Provide customer service. Address emergency situations and resolve customer service issues. Ensure local rules are enforced. Operate and update Supervisory Control and Data Acquisition (SCADA) system.

Manage and monitor routine sampling, and record influent and effluent flow readings. Monitor records of effluent color, odor and turbidity and perform effluent total chlorine analysis. Perform and record influent and effluent analysis. Collect samples for contract testing. Manage process control. Conduct treatment plant walk-through to sure safe operations of systems. Perform and/or monitor alkalinity and mixed liquor/clarifier ammonia test. Measure sludge blanket and performs thirty-minute settle ability test. Measure liquor dissolved oxygen. Adjust flow of equalization. Perform microscopic evaluation of mixed liquor.

Oversee routine and preventative plant maintenance. Lubricate blowers, pumps, electric motors, rotor bearings and clarifier gear boxes. Monitor, repair and replace belts and air filters. Monitor plant back-up generators. Clean and maintain equipment and sand filters. Monitor and manage the calibration of testing equipment and ensure that the backflow prevention device testing ports are functioning properly. Monitor and perform standardization of chemical reagents. Monitor and maintain refills for chemicals.

Perform routine and preventative maintenance on collection system. Monitor collection system generators and lift station belts. Lubricate compressor and motors in collection system lift station. Manage and maintain collection system controllers. Schedule and implement jet cleaning of collection system. Perform camera inspection of collection system and inspect manholes.

Oversee and maintain safe work environment and develop contingency plan. Oversee and maintain hazardous materials plan and safety signage. Ensure staff are provided personal protective equipment. Perform lock out/tag out procedures and confined space entry safety procedures. Catalog Material Safety Data Sheet (MSDS) information. Manage recordkeeping. Monitor records and operational logs. Manage maintenance logs. Maintain and/or document lab bench sheets, lab equipment calibration and age of lab reagents. Maintain chain of custody for sample records. Review prepared reports and submit for Ohio Environmental Protection Act (EPA). Maintain correspondence with regulatory agencies. Maintain professional development opportunities. Perform other operator duties as directed. 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 lead work; safety practices; agency policies and procedures. Skill in equipment operation. Ability to define problems, collect data, establish facts and draw valid conclusions; read and record figures accurately; recognize safety warnings; comprehend and record figures accurately; use proper research methods in gathering data; handle sensitive inquiries from and contact with officials and general public; demonstrate physical fitness; demonstrate agility.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

High School diploma or GED with five (5) years of utility service experience; or any equivalent combination of training and experience.

Additional Requirements

State of Ohio Wastewater Operator 2 certification. Ability to obtain Class A certification with tanker endorsement within six (6) 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