



BOARD OF COUNTY COMMISSIONERS

WARREN COUNTY, OHIO

406 Justice Drive, Lebanon, Ohio 45036

www.co.warren.oh.us

Commissioners@co.warren.oh.us

OFFICE OF MANAGEMENT AND BUDGET

POSITION AVAILABLE DEPENDING ON QUALIFICATIONS

JOB CLASSIFICATION TITLE: WASTEWATER, TECHNICIAN OR OPERATOR I OR OPERATOR II

DEPARTMENT: WATER AND SEWER

PROBATIONARY RATE:

TECHNICIAN	\$20.39 - \$23.39 PER HOU (365-DAYS)
OPERATOR I PAY RANGE #15	\$24.00 - \$28.00 PER HOUR (365-DAYS)
OPERATOR II PAY RANGE #17	\$27.00 - \$31.00 PER HOUR (365-DAYS)

SCHEDULED HOURS: 40 HOURS PER WEEK MONDAY – FRIDAY WITH ON CALL ROTATION

CIVIL SERVICE STATUS: CLASSIFIED

SEE ATTACHED CLASSIFICATION SPECIFICATION FOR MINIMUM QUALIFICATIONS AND ILLUSTRATIVE DUTIES OF THIS POSITION

POSTING PERIOD: THIS NOTICE IS BEING POSTED FOR A PERIOD OF TIME NOT LESS THAN SEVEN (7) CONSECUTIVE CALENDAR DAYS, BEGINNING APRIL 12, 2024

VISIT WWW.CO.WARREN.OH.US AND COMPLETE THE APPLICATION AS FOLLOWS: CLICK ON JOB POSTINGS THEN CLICK ON WARREN COUNTY APPLICATION FOR EMPLOYMENT, THEN DOWNLOAD TO YOUR DESKTOP AND EMAIL THE COMPLETED APPLICATION TO: WCCOMMAPP@CO.WARREN.OH.US PLEASE CONTACT SUSAN SPENCER WITH QUESTIONS AT: 513-695-1747.

APPLICATIONS ACCEPTED UNTIL POSITION IS FILLED

WARREN COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

YOU WILL HIT THE *BULLSEYE* WORKING FOR WARREN COUNTY

PERKS & BENEFITS WORKING FOR WARREN COUNTY



WORK ENVIRONMENT

- Work/Life Balance
- Job Stability



PAID TIME OFF

- Holidays - 11.5 annually
- Vacation - 2 weeks after 1st year



BENEFITS

- Health Insurance*



RETIREMENT

- 14% employer contribution into the Ohio Public Retirement System*

Health Insurance - Available after 30 days, 2 Med/Rx plan choices with monthly family premium range from **\$216 to even \$0 (5x cheaper than the private sector)**; \$0 premium cost for Dental, Vision, Life, HSA, FSA, EAP, Weight Watchers, On-site Biometrics & Day Off Work (Dave's Day for Your Life) and many more!

Retirement - Ohio Public Employee Retirement System; Employee 10%/Employer 14% of earnings (pre-tax)

VISIT WWW.CO.WARREN.OH.US FOR ALL JOB POSTINGS.
QUESTIONS CALL: SUE SPENCER 513.695.1747

**WARREN COUNTY COMMISSIONERS
POSITION DESCRIPTION**

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Position Title: Wastewater Treatment Technician **Incumbent:**

Class Title:

Department:	Water/Sewer	FLSA Status:	Non-exempt
Reports To:	Wastewater Treatment Plant Chief Operator	Civil Service Status:	Classified
Pay Range:	#13	Employment Status:	Full-Time
Probation:	365 Days	Lunch:	Unpaid
Work Hours:	7:00a.m. to 3:00p.m.		

JOB RESPONSIBILITIES:

Under general supervision, performs maintenance and mechanical repairs on department equipment and vehicles; prepares and maintains service records and inventories; operates motorized equipment; performs general operation and maintenance activities at the wastewater treatment facilities and on the sanitary sewer system; performs other related duties as required.

QUALIFICATIONS: Any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed above. An example of an acceptable qualification for this position is:

Completion of secondary education and one (1) year of training and/or work experience which evidences knowledge of mechanics and mechanical and electrical repair procedures, skill in operating department equipment and vehicles, and knowledge of operating procedures of wastewater treatment facilities and sanitary sewer systems, and/or equivalent combinations of training and/or experience.

LICENSURE AND CERTIFICATION REQUIREMENTS:

Valid Ohio Driver's License.

Required to obtain Ohio EPA Class 1 Wastewater Operator Certification within the first 18 months of employment.

ESSENTIAL FUNCTIONS:

1. Inspects and performs maintenance and mechanical repairs on indoor and outdoor equipment (e.g., tractors, backhoe, pumps, motors, blowers, etc.).
2. Performs preventive and service maintenance on regular basis to ensure proper operations of equipment and vehicles.
3. Performs preventive maintenance on electric and hydraulic systems.

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POSITION DESCRIPTION**

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4. **Obtains estimates for major repairs of plant equipment and vehicles.**
 5. **Operates and assists with operation of motorized equipment (e.g., backhoe, tractor, sludge truck, sewer cleaning truck, pumps, motors, blowers, etc.) utilized in the operations, maintenance and repair of wastewater treatment facilities and the sanitary sewer system.**
 6. **Operates valves, power tools and mechanical equipment, climb ladders and lifts pumps, portable generators and chemicals to perform unskilled, semi-skilled and skilled tasks to assist with the operation and maintenance of the wastewater treatment plant.**
 7. **Prepares and maintains service records on equipment maintenance.**
 8. **Maintains an inventory of needed materials, supplies and tools.**
 9. **Schedules service and repair work.**
 10. **Obtains purchase orders to pick-up necessary parts and tools.**
 11. **Performs general operation and maintenance activities at the wastewater treatment facilities, pump stations and on the sanitary sewer system.**
 12. **Changes chlorine cylinders and repairs chlorine leaks.**
 13. **Demonstrates a regular and predictable attendance.**
 14. **Maintains a valid Ohio Driver's License.**
 15. **Follows all safety and health practices of the Warren County Board of Commissioners as described in the attached addendum.**

OTHER DUTIES AND RESPONSIBILITIES:

1. **Performs the functions of Wastewater Treatment Plant Operator and Sewer System Maintenance Operator.**
2. **Performs other duties as required by supervisor.**

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POSITION DESCRIPTION**

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KNOWLEDGE, SKILLS AND ABILITIES: (* indicates developed after employment)

Knowledge of: practices, tools and equipment used in the maintenance and repair of vehicles and plant equipment; basic electricity; hydraulics; safety practices and procedures; operating procedures of wastewater treatment plants and sanitary sewer maintenance; equipment utilized in treatment operations and sewer maintenance; traffic laws governing motorized vehicles; inventory control; purchasing procedures.

Ability to: perform tasks for extended periods of time under adverse conditions; follow and interpret instructions; diagnose equipment malfunctions; exercise sound judgement; operate motorized equipment; recognize potential problems or situations and take the appropriate action; cooperate with co-workers on work projects; maintain accurate records.

Skill in: equipment operations (e.g., truck, tractor, backhoe, sludge truck, etc.).

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My signature below signifies that I have reviewed the contents of my position description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Warren County Commissioners Personnel Policy Manual.

(Employee's Signature)

(Date)

Date Adopted:
Date Revised: 06/04/2009

**WARREN COUNTY COMMISSIONERS
POSITION DESCRIPTION**

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Position Title: Wastewater Treatment Plant Operator I **Incumbent:**

Class Title:

Department:	Water/Sewer	FLSA Status:	Non-Exempt
Reports To:	Operations Superintendent or Chief Operator	Civil Service Status:	Classified
Pay Range:	15	Employment Status:	Full-time
Probation:	365 Days	Lunch:	Unpaid
Work Hours:	40 Hours		

JOB RESPONSIBILITIES:

Operate, and maintain multiple wastewater treatment facilities for a defined area as established by the Wastewater Treatment Operations Superintendent and Sanitary Engineer. Serve as the Ohio EPA Operator of Record for Ohio EPA rated Class I treatment plants; operates and maintains equipment and facilities; assists with modification of plant operations to meet regulatory standards; prepares and maintains records and reports; and performs other duties as required.

QUALIFICATIONS: Any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed above. An example of an acceptable qualification for this position is:

Completion of secondary education, training, and/or work experience which evidences basic knowledge of operating procedures of a wastewater treatment facility, routine laboratory testing procedures, electrical and mechanical maintenance procedures, and/or equivalent combinations of training and/or experience.

LICENSURE AND CERTIFICATION REQUIREMENTS:

Ohio EPA Class I Wastewater Operators Certification
Valid Ohio Driver's License

ESSENTIAL FUNCTIONS:

1. Treatment Plant Operations; Monitor and inspect wastewater treatment components and facilities on a routine basis to ensure proper operation of plant equipment (eg., check flows, solid levels in clarifiers, pump operations, blower status, etc.); Monitor the supervisory control and data acquisition (SCADA) system and be aware and knowledgeable regarding the treatment plant process data; Start, stop, operate, and make adjustments to treatment plant equipment including, but not limited to, motors, pumps, blowers, chemical feed equipment, screens, disinfection units, etc.; Clean bar screens, skimmers, and fats, oils and grease from process equipment; Operate equipment at all unit processes within the treatment plant, including but not limited to, the preliminary, activated sludge, secondary settling, solids processing, and disinfection unit processes; Follow and

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enforces security standards for all facilities; Collect samples for laboratory tests and perform and/or coordinate routine laboratory testing.

2. **Call-Out; Participate in the On-Call pager rotation and respond to emergency call-outs when on rotation or as directed by the Operations Superintendent or Chief Operator.**
3. **Preventative Maintenance; Implement preventative maintenance including the lubrication of equipment and replacement of drive belts, hosing, tubing, filters and other routine maintenance activities as specified by equipment manufacturers or other County schedules.**
4. **Equipment Repairs; Troubleshoot problematic or inoperable equipment; Perform repairs of equipment and provide assistance to third party qualified equipment technicians for repairs that cannot be performed by County staff.**
5. **Employee Training & Development; Attend continuing education training required to maintain the Ohio EPA Operator certifications, safety training, and other training as directed by the Chief Operator and Operations Superintendent.**
6. **Health & Safety Program; Attend Health & Safety training and perform work activities in accordance with County, industry, and regulatory safety standards.**
7. **Capital Improvements; Review construction drawings and provide input during the design of improvements; Coordinate with construction contractors.**
8. **Regulatory Coordination; Maintain the Ohio EPA operator licensure and serve as the Operator of Record as required by the County; Coordinate and interact with Ohio EPA representatives on regulatory issues including sanitary surveys and permit renewals.**
9. **Facility & Utility Maintenance; Implement housecleaning activities, mowing, landscaping, building maintenance, cleaning, painting, and snow removal.**
10. **Maintain Valid Driver's License.**
11. **Demonstrate regular and predictable attendance**

OTHER DUTIES AND RESPONSIBILITIES:

1. **Work in a team setting with other employees.**
2. **Communicates with the public, regulators, and elected officials regarding inquires and complaints.**
3. **Performs other duties as required by Supervisor.**

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KNOWLEDGE, SKILLS AND ABILITIES: (* indicates developed after employment)

Knowledge of: operating procedures and processes of wastewater treatment plants; equipment utilized in treatment operations; State and Federal standards governing treatment processes; safety practices and procedures; basic mechanical and electrical maintenance procedures; wastewater testing methods and testing equipment; basic computer operation.

Ability to: carry out detailed instructions; collect data; communicate effectively; understand manuals and technical instructions; establishes a friendly atmosphere; prepare concise and accurate reports; maintains accurate records; utilize hand tools; calculate numbers; operate/utilize equipment, chemicals, and other materials used in routine laboratory testing procedures; cooperate with co-workers and the general public;

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(Employee's Signature)

(Date)

**Date Adopted:
Date Revised: 7/6/16
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Position Title: Wastewater Treatment Plant Operator II **Incumbent:**

Class Title:

Department:	Water/Sewer	FLSA Status:	Non-Exempt
Reports To:	Operations Superintendent or Chief Operator	Civil Service Status:	Classified
Pay Range:	17	Employment Status:	Full-time
Probation:	365 Days	Lunch:	Unpaid
Work Hours:	40 Hours		

JOB RESPONSIBILITIES:

Operate, and maintain multiple wastewater treatment facilities for a defined area as established by the Wastewater Treatment Operations Superintendent and Sanitary Engineer. Serve as the Ohio EPA Operator of Record for Ohio EPA rated Class I treatment plants; operates and maintains equipment and facilities; assists with modification of plant operations to meet regulatory standards; prepares and maintains records and reports; and performs other duties as required.

QUALIFICATIONS: Any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed above. An example of an acceptable qualification for this position is:

Completion of secondary education, training, and/or work experience which evidences basic knowledge of operating procedures of a wastewater treatment facility, routine laboratory testing procedures, electrical and mechanical maintenance procedures, and/or equivalent combinations of training and/or experience.

LICENSURE AND CERTIFICATION REQUIREMENTS:

Ohio EPA Class II Wastewater Operators Certification
Valid Ohio Driver's License

ESSENTIAL FUNCTIONS:

1. Treatment Plant Operations; Monitor and inspect wastewater treatment components and facilities on a routine basis to ensure proper operation of plant equipment (eg., check flows, solid levels in clarifiers, pump operations, blower status, etc.); Monitor the supervisory control and data acquisition (SCADA) system and be aware and knowledgeable regarding the treatment plant process data; Start, stop, operate, and make adjustments to treatment plant equipment including, but not limited to, motors, pumps, blowers, chemical feed equipment, screens, disinfection units, etc.; Clean bar screens, skimmers, and fats, oils and grease from process equipment; Operate equipment at all unit processes within the treatment plant, including but not limited to, the preliminary, activated sludge, secondary settling, solids processing, and disinfection unit processes; Follow and enforces

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security standards for all facilities; Collect samples for laboratory tests and perform and/or coordinate routine laboratory testing.

2. **Call-Out; Participate in the On-Call pager rotation and respond to emergency call-outs when on rotation or as directed by the Operations Superintendent or Chief Operator.**
3. **Preventative Maintenance; Implement preventative maintenance including the lubrication of equipment and replacement of drive belts, hosing, tubing, filters and other routine maintenance activities as specified by equipment manufacturers or other County schedules.**
4. **Equipment Repairs; Troubleshoot problematic or inoperable equipment; Perform repairs of equipment and provide assistance to third party qualified equipment technicians for repairs that cannot be performed by County staff.**
5. **Employee Training & Development; Attend continuing education training required to maintain the Ohio EPA Operator certifications, safety training, and other training as directed by the Chief Operator and Operations Superintendent.**
6. **Health & Safety Program; Attend Health & Safety training and perform work activities in accordance with County, industry, and regulatory safety standards.**
7. **Capital Improvements; Review construction drawings and provide input during the design of improvements; Coordinate with construction contractors.**
8. **Regulatory Coordination; Maintain the Ohio EPA operator licensure and serve as the Operator of Record as required by the County; Coordinate and interact with Ohio EPA representatives on regulatory issues including sanitary surveys and permit renewals.**
9. **Facility & Utility Maintenance; Implement housecleaning activities, mowing, landscaping, building maintenance, cleaning, painting, and snow removal.**
10. **Maintain Valid Driver's License.**
11. **Demonstrate regular and predictable attendance**

OTHER DUTIES AND RESPONSIBILITIES:

1. **Work in a team setting with other employees.**
2. **Communicates with the public, regulators, and elected officials regarding inquires and complaints.**
3. **Performs other duties as required by Supervisor.**

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KNOWLEDGE, SKILLS AND ABILITIES: (* indicates developed after employment)

Knowledge of: operating procedures and processes of wastewater treatment plants; equipment utilized in treatment operations; State and Federal standards governing treatment processes; safety practices and procedures; basic mechanical and electrical maintenance procedures; wastewater testing methods and testing equipment; basic computer operation.

Ability to: carry out detailed instructions; collect data; communicate effectively; understand manuals and technical instructions; establishes a friendly atmosphere; prepare concise and accurate reports; maintains accurate records; utilize hand tools; calculate numbers; operate/utilize equipment, chemicals, and other materials used in routine laboratory testing procedures; cooperate with co-workers and the general public;

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(Employee's Signature)

(Date)

**Date Adopted:
Date Revised: 7/6/16
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