



BOARD OF COUNTY COMMISSIONERS
WARREN COUNTY, OHIO
406 Justice Drive, Lebanon, Ohio 45036
www.co.warren.oh.us
Commissioners@co.warren.oh.us

WARREN COUNTY WATER & SEWER DEPARTMENT

JOB TITLE: WATER TREATMENT TECHNICIAN, OPERATOR I, II OR III

PAY RANGE:

WATER TREATMENT TECHNICIAN	\$20.39 PER HOUR (365-DAYS)
WATER TREATMENT OPERATOR I, II, OR III	\$25.00 \$33.00 PER HOUR (365-DAYS)

WORK HOURS:

7:00AM – 3:30PM TUESDAY THRU
SATURDAY OR SUNDAY THRU
THURSDAY

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

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 WILL BE ACCEPTED UNTIL THE 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 **\$259 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: Water Treatment
Technician

Incumbent:

Class Title:

Department: Water/Sewer
Reports To: Chief Operator
Pay Range: 13
Probation: 365 Days
Work Hours: 40 Hours – Non-Standard Work Week

FLSA Status: Non-Exempt
Civil Service Status: Classified
Employment Status: Full-time
Lunch: Unpaid

JOB RESPONSIBILITIES:

Operate, and maintain multiple water treatment facilities for a defined area as established by the Water Treatment Operations Superintendent and Sanitary Engineer. Operates and maintains equipment and facilities; prepares and maintains records and reports; and performs other duties as required. May be required to work in inclement weather conditions.

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 water treatment facility, routine laboratory testing procedures, electrical and mechanical maintenance procedures, and/or equivalent combinations of training and/or experience.

LICENSURE AND CERTIFICATION REQUIREMENTS:

Must earn Ohio EPA Class I Water Operators OIT status within 365 days.

Valid Ohio Driver's License

Must earn and maintain the necessary OEPA laboratory certification(s) before the end of the probationary period.

ESSENTIAL FUNCTIONS:

1. Treatment Plant Operations
 - a. Monitor and inspect water treatment components and facilities on a routine basis to ensure proper operation of plant equipment (eg., check flows, water tower levels in distribution systems, pump operations, chemical feeds, etc.)
 - b. Monitor the supervisory control and data acquisition (SCADA) system and be aware and knowledgeable regarding the treatment plant process data.
 - c. Start, stop, operate, and make adjustments to treatment plant equipment including, but not limited to, motors, pumps, chemical feed equipment, etc.

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POSITION DESCRIPTION**

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- d. Operate equipment at all unit processes within the treatment plant, including but not limited to, the membrane softening process, chemical feed systems, raw water source, high service pumps, gravity filters and emergency backup generator operations.
- e. Follows all security standards for all facilities.
- f. Collect samples for laboratory tests and perform and/or coordinate routine laboratory testing.
- 2. **Call-Out**
 - a. 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. **Holiday**
 - a. Participate in Holiday coverage rotation schedule as directed by the Operation Superintendent or Chief Operator.
- 4. **Preventative Maintenance**
 - a. Complete preventative maintenance including the lubrication of equipment, replace hosing, tubing, filters and other routine maintenance activities as specified by equipment manufactures.
- 5. **Equipment Repairs**
 - a. Troubleshoot problematic or inoperable equipment.
 - b. Perform repairs of equipment and provide assistance to third party qualified equipment technicians for repairs that cannot be performed by County staff.
- 6. **Employee Training & Development**
 - a. Obtain Operator in Training (OIT) from the Ohio EPA Operator certifications for Class I Water Supply. Safety training, and other training as directed by the Chief Operator and Operations Superintendent.
- 7. **Health & Safety Program**
 - a. Attend Health & Safety training and perform work activities in accordance with County, industry, and regulatory safety standards.
- 8. **Facility & Utility Maintenance**
 - a. Complete housekeeping activities, mowing, landscaping, building maintenance, cleaning, painting, and snow removal.
- 9. **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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POSITION DESCRIPTION**

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

Knowledge of: operating procedures and processes of water 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; work in confined spaces; climb ladders including water towers.

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: 09/21/2021
posdes.99**

**WARREN COUNTY COMMISSIONERS
POSITION DESCRIPTION**

Page 1 of 3

Position Title: Water Treatment Plant
Operator I

Incumbent:

Class Title:

Department: Water/Sewer
Reports To: Chief Operator
Pay Range: #15
Probation: 365 Days,
Work Hours: 40 Hours Per Week
Non-standard work week

FLSA Status: Non-exempt
Civil Service Status: Classified
Employment Status: Full-time
Lunch: Unpaid

JOB RESPONSIBILITIES:

Under general supervision, operates water treatment plant facility; performs preventive maintenance; draws water samples and performs basic chemical tests; 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; training and/or work experience which evidences basic knowledge of water and chemistry, safety practices and procedures, water treatment plant equipment operations, and the operation of laboratory testing equipment, and/or equivalent combination of training and/or experience.

LICENSURE AND CERTIFICATION REQUIREMENTS:

Class I Water Supply Works Operator's License
Ohio EPA operational certification for chlorine and fluoride tests (obtain before end of probationary period)
Valid Ohio driver's license

ESSENTIAL FUNCTIONS:

1. Inspects, operates and maintains water treatment plant facilities, booster stations, elevated storage facilities and wells (e.g., pumps, valves, filters, meters and telemetering equipment, etc.).
2. Maintains and adjusts chemical feed equipment (e.g., fluoride, chlorine, etc.) in accordance with prescribed standards.
3. Cleans and back washes filters at prescribed intervals.
4. Assists Mechanic/Operator when needed to perform preventive maintenance, cleaning and adjustments of machinery and equipment (e.g., lubricates all moving parts, adjusts and changes packing, cleans chemical feeders, etc.).

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5. Draws water samples, performs basic chemical tests daily for chlorine residual and fluoride and adjusts chemical feed based on analysis and calibrates process equipment.
 6. Maintains daily, monthly and annual records on tests and activities (e.g., addition of chemicals, number of gallons processed, analyses, results of tests, etc.).
 7. Reviews operations information on SCADA system daily.
 8. Maintains a clean working environment.
 9. Demonstrates a regular and predictable attendance.
 10. Follows all safety and health practices of the Warren County Board of Commissioners as described in the attached addendum.

OTHER DUTIES AND RESPONSIBILITIES:

1. Communicates with public, suppliers and industries regarding inquiries and complaints.
2. Provides guidance to non-certified operator.
3. May be required to climb water towers.
4. Performs other duties as required by supervisor.

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

Knowledge of: water and water chemistry; safety practices and procedures; water treatment plant equipment operations; operation and utilization of laboratory equipment and instruments; regulatory standards governing treatment process; basic electrical and mechanical maintenance procedures; basic computer operation (e.g., word processing, Excel).

Ability to: carry out detailed instructions; interpret and adjust controls used in plant operation; analyze or interpret data to reach a valid conclusion; recognize mechanical problems in plant equipment; perform preventive maintenance; prepare and maintain accurate documentation; perform routine tasks; communicate effectively; access worksites.

Skill in: use of hand held power tools; chemical feeders; electrical testing equipment.

POSITION DESCRIPTION

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(Employee's Signature)

(Date)

Date Adopted:

Date Revised:

posdes.31

**WARREN COUNTY COMMISSIONERS
POSITION DESCRIPTION**

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Position Title: Water Treatment Plant
Operator II

Incumbent:

Class Title:

Department: Water/Sewer
Reports To: Chief Operator
Pay Range: #17
Probation: 365 Days,
Work Hours: 40 Hours Per Week
Non-standard work week

FLSA Status: Non-exempt
Civil Service Status: Classified
Employment Status: Full-time
Lunch: Unpaid

JOB RESPONSIBILITIES:

Under general supervision, operates water treatment plant facility; performs preventive maintenance; draws water samples and performs basic chemical tests; 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; training and/or work experience which evidences basic knowledge of water and chemistry, safety practices and procedures, water treatment plant equipment operations, and the operation of laboratory testing equipment, and/or equivalent combination of training and/or experience.

LICENSURE AND CERTIFICATION REQUIREMENTS:

Class II Water Supply Works Operator's License
Ohio EPA operational certification for chlorine and fluoride tests (obtain before end of probationary period)
Valid Ohio driver's license

ESSENTIAL FUNCTIONS:

1. Inspects, operates and maintains water treatment plant facilities, booster stations, elevated storage facilities and wells (e.g., pumps, valves, filters, meters and telemetering equipment, etc.).
2. Maintains and adjusts chemical feed equipment (e.g., fluoride, chlorine, etc.) in accordance with prescribed standards.
3. Cleans and back washes filters at prescribed intervals.
4. Assists Mechanic/Operator when needed to perform preventive maintenance, cleaning and adjustments of machinery and equipment (e.g., lubricates all moving parts, adjusts and changes packing, cleans chemical feeders, etc.).

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POSITION DESCRIPTION

5. Draws water samples, performs basic chemical tests daily for chlorine residual and fluoride and adjusts chemical feed based on analysis and calibrates process equipment.
6. Maintains daily, monthly and annual records on tests and activities (e.g., addition of chemicals, number of gallons processed, analyses, results of tests, etc.).
7. May act as Operator of Record for water system(s) in the absence of the Chief Operator/Primary Operator of Record and submits MORs in absence of Operator of Record for systems.
8. Reviews operations information on SCADA sytem daily.
9. Maintains a clean working environment.
10. Demonstrates a regular and predictable attendance.
11. Follows all safety and health practices of the Warren County Board of Commissioners as described in the attached addendum.

OTHER DUTIES AND RESPONSIBILITIES:

1. Communicates with public, suppliers and industries regarding inquiries and complaints.
2. Provides guidance to non-certified operator.
3. May be required to climb water towers.
4. Performs other duties as required by supervisor.

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

Knowledge of: water and water chemistry; safety practices and procedures; water treatment plant equipment operations; operation and utilization of laboratory equipment and instruments; regulatory standards governing treatment process; basic electrical and mechanical maintenance procedures; basic computer operation (e.g., word processing, Excel).

Ability to: carry out detailed instructions; interpret and adjust controls used in plant operation; analyze or interpret data to reach a valid conclusion; recognize mechanical problems in plant equipment; perform preventive maintenance; prepare and maintain accurate documentation; perform routine tasks; communicate effectively; access worksites.

Skill in: use of hand held power tools; chemical feeders; electrical testing equipment.

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(Employee's Signature)

(Date)

**Date Adopted:
Date Revised: 07/06/2017
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**WARREN COUNTY COMMISSIONERS
POSITION DESCRIPTION**

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Position Title: Water Treatment Plant Operator III **Incumbent:**

Class Title:

Department:	Water/Sewer	FLSA Status:	Non-exempt
Reports To:	Chief Operator	Civil Service Status:	Classified
Pay Range:	#19	Employment Status:	Full-time
Probation:	365 Days	Lunch:	Unpaid
Work Hours:	40 Hours First Shift Non-Standard Work Week		

JOB RESPONSIBILITIES:

Under general supervision, operates water treatment plant facility; performs preventive maintenance; draws water samples and performs basic chemical tests; performs other related duties as required. May act as operator of record (ORC) for the multiple locations.

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 water and chemistry, safety practices and procedures, water treatment plant equipment operations, and the operation of laboratory testing equipment, and/or equivalent combination of training and/or experience.

LICENSURE AND CERTIFICATION REQUIREMENTS:

Class III Water Supply Works Operator's License
Ohio EPA operational certification for chlorine and fluoride tests.
Valid Ohio driver's license

ESSENTIAL FUNCTIONS:

1. Inspects, operates and maintains water treatment plant facilities, booster stations, elevated storage facilities and wells (e.g., pumps, valves, filters, meters and telemetering equipment, etc.). May act as operator of record (ORC) for the multiple locations.
2. Assist in the development and implementation of source water protection programs.

**WARREN COUNTY COMMISSIONERS
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3. **Maintains and adjusts chemical feed equipment (e.g., fluoride, chlorine, etc.) in Accordance with prescribed standards.**
4. **Cleans and back washes filters at prescribed intervals.**
5. **Monitors, schedules and performs preventive maintenance, cleans and adjusts machinery and equipment (e.g., lubricates all moving parts, adjusts and changes packing, cleans chemical feeders, etc.).**
6. **Makes routine repairs of equipment; replaces belts, pins and other worn out parts.**
7. **Draws water samples, performs basic chemical tests daily for chlorine residual and fluoride and adjusts chemical feed based on analysis and calibrates meters.**
8. **Maintains daily, monthly and annual records on tests and activities (e.g., addition of chemicals, number of gallons processed, analyses, results of tests, etc.). Submit reports required by OHIO EPA in absence of the Operator of Record.**
9. **Monitors, schedules and performs general housekeeping duties (e.g., places chemical containers on line, dusts mops and sweeps treatment plant and equipment, washes windows, sets out trash, etc.).**
10. **Demonstrates a regular and predictable attendance.**
11. **Follows all safety and health practices of the Warren County Board of Commissioners as described in the attached addendum.**

OTHER DUTIES AND RESPONSIBILITIES:

1. **Communicates with public, suppliers and industries regarding inquiries and complaints.**
2. **Act as backup Operator of Record for Ohio EPA in the absence of the Water Treatment Systems Chief Operator.**
3. **Provides guidance to non-certified personnel.**
4. **May be required to climb water towers.**
5. **Performs other duties as required by supervisor.**

**WARREN COUNTY COMMISSIONERS
POSITION DESCRIPTION**

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

Knowledge of: water and water chemistry; safety practices and procedures; water treatment plant equipment operations; operation and utilization of laboratory equipment and instruments; regulatory standards governing treatment process; basic electrical and mechanical maintenance procedures; basic computer operation.

Ability to: carry out detailed instructions; interpret and adjust dials and controls used in plant operation; analyze or interpret data to reach a valid conclusion; recognize mechanical problems in plant equipment; perform preventive maintenance; prepare and maintain accurate documentation; perform routine tasks; communicate effectively; access worksites.

Skill in: use of hand held power tools; chemical feeders; electrical testing equipment.

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(Employee's Signature)

(Date)

Date Adopted:
Date Revised: July 7, 2017
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