



219 Chestnut Street Swanton, Ohio 43558

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www.villageofswantonohio.us

Position Title: Class I Water Resource Recovery Facility Operator

Department: Public Works & Utilities

Position Reports to: Superintendent of Water Resource Recovery Facility

Immediate Subordinates: None

Position Function

This position is responsible for the safe, efficient, and compliant operation and maintenance of the Village of Swanton's Water Resource Recovery Facility.

Job Responsibilities

Oversees plant operations

Checks all treatment equipment

Performs lab tests

Monitors the plant via computer and plant walk through rounds

Logs all changes made and problems encountered, and communicates those changes

Performs maintenance duties

Operates trucks and other equipment including semi-tractor & trailers, loaders, backhoes, forklifts, mowers, dump trucks, tractors and application vehicles

Removes Biosolids (Hauls sludge)

Collects samples

Attends workshops and training programs

Prepares and maintains records, reports and, other documentation

Performs custodial tasks

Adjusts valves, gates and other equipment in response to flow levels

On call for after hour emergencies

Operate Jet-Vac truck for collections system cleaning and maintenance

Performs other related duties as assigned

Physical Requirements

Job requires incumbent to stand, walk, talk, hear, use hands to finger/handle/feel, reach with hands/arms, focus clearly at 20" or less, and detect color changes.

Operators must be able to climb and lift 20-80 pounds.

Required Skill Set

Occupational/Technical Skills

Knowledge of laboratory instruments and analyses and interpretation of lab tests Knowledge of sample collecting procedures

Knowledge of wastewater, hydraulics and biology

Knowledge of potentially hazardous chemicals used in treatment processes

Ability to monitor lift station status on computer and pen charts

Ability to use selected job-specific hardware and software

Must maintain a valid Ohio Driver's License and have the ability to drive

Administrative Skills

Ability to analyze and resolve situations and problems

Ability to organize work, set priorities and meet critical deadlines with a minimum of direction

Ability to use techniques of effective time management

Ability to handle multiple priorities and projects

Ability to keep clear and accurate records and reports

Ability to use a computer terminal to accurately and rapidly enter and retrieve data and information

Cognitive Skills

Ability to interpret a variety of technical information with abstract and/or concrete variables

Ability to identify problems, recognizing symptoms, causes and alternative solutions

Ability to make timely, sound decisions

Ability to draw accurate conclusions from numerical materials

Ability to develop original, unusual, successful approaches

Ability to interpret a variety of instructions in written, oral, diagram or schedule form

Ability to interpret documents such as safety rules, operations and maintenance instructions, and procedure manuals

Ability to perform standard business arithmetic, including percentages and decimals

Ability to process or generate information without either overlooking important items or getting enmeshed in technicalities

Communications Skills

Ability to let people know of decisions, changes, and other relevant information in a timely fashion

Ability to speak effectively one-to-one

Ability to speak effectively before groups and to respond to questions

Ability to demonstrate attention to and convey understanding of the comments or questions of others

Ability to use appropriate style, format, and tone in informal and formal business communications

Interpersonal Skills

Ability to use tact and discretion

Ability to develop and maintain smooth, cooperative working relationships with peers, subordinates, and superiors

Ability to deal courteously and diplomatically with the general public

Ability to maintain issue confidentiality

Ability to instruct and train

Experience and/or Educational Requirements

High school diploma or equivalent; an Ohio Class I Wastewater Treatment certification preferred or must be able to obtain in 15 months; one to three years of relevant experience; or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job.

VILLAGE OF SWANTON, OHIO

EMPLOYEE

By: _____

Rosanna V. Hoelzle

Village Administrator

By: _____

Date: _____

Date: _____