



**BOARD OF COUNTY COMMISSIONERS**  
**WARREN COUNTY, OHIO**  
406 Justice Drive, Lebanon, Ohio 45036  
[www.co.warren.oh.us](http://www.co.warren.oh.us)  
[Commissioners@co.warren.oh.us](mailto:Commissioners@co.warren.oh.us)

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OFFICE OF MANAGEMENT AND BUDGET  
POSITION AVAILABLE

JOB CLASSIFICATION TITLE: WASTEWATER TREATMENT  
CHIEF OPERATOR

DEPARTMENT: WATER AND SEWER

PAY RANGE: \$29.50 – \$33.83 PER HOUR

SCHEDULED HOURS: FIRST SHIFT: 7:30AM TO 4:00PM

CIVIL SERVICE STATUS: CLASSIFIED

REQUIRED LICENSURE: OHIO EPA CLASS III WASTEWATER  
OPERATOR'S LICENSE WITH ABILITY  
TO OBTAIN CLASS IV WASTEWATER  
LICENSE WITHIN 48 MONTHS OF HIRE

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 SEPTEMBER 10, 2020.

VISIT [WWW.CO.WARREN.OH.US](http://WWW.CO.WARREN.OH.US) AND COMPLETE THE APPLICATION AS  
FOLLOWS: CLICK ON JOB OPPORTUNITIES THEN CLICK ON WARREN  
COUNTY APPLICATION FOR EMPLOYMENT, THEN DOWNLOAD TO YOUR  
DESKTOP AND EMAIL THE COMPLETED APPLICATION TO:  
[WCCOMMAPP@CO.WARREN.OH.US](mailto: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

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POSITION DESCRIPTION**

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**Position Title:** Wastewater Treatment Systems Chief Operator      **Incumbent:**

**Class Title:**

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<b>Department:</b>	Water/Sewer	<b>FLSA Status:</b>	Non-Exempt
<b>Reports To:</b>	Operations Superintendent	<b>Civil Service Status:</b>	Classified
<b>Pay Range:</b>	20	<b>Employment Status:</b>	Full-time
<b>Probation:</b>	365 Days	<b>Lunch:</b>	Unpaid
<b>Work Hours:</b>	Between 7:00 AM and 5:00 PM		

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**JOB RESPONSIBILITIES:**

Manage, operate, and maintain multiple wastewater treatment facilities for a defined area as established by the Wastewater Treatment Operations Superintendent and Sanitary Engineer. The Chief Operator shall serve as the Ohio EPA Operator of Record for the treatment plants, ensure proper operation of the wastewater treatment facilities, provide supervision and instruction for plant operators and staff; 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:

Two (2) years work experience as a supervisor in a treatment facility or training and/or work experience which evidences an advanced knowledge of supervision. Relative experience in sanitary science and operating procedures and processes of a wastewater facility. Advanced knowledge of wastewater treating methods and equipment. The ability to read and comprehend engineered construction drawings.

**LICENSURE AND CERTIFICATION REQUIREMENTS:**

Class III Wastewater Operators license with the requirement of obtaining a Class IV Wastewater Operators license within 48 months from hire date.

**ESSENTIAL FUNCTIONS:**

1. Treatment Plant Operations; Perform inspections of the plant and monitor the supervisory control and data acquisition (SCADA) system; Make treatment process control decisions in coordination with the Operations Superintendent; Perform and/or coordinate laboratory testing; Analyze laboratory test results; Direct, coordinate, and implement treatment process changes.
2. Call-Out -be available for emergency call-out as necessary.

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3. **Preventative Maintenance; Manage/oversee/implement preventative maintenance schedule; With close coordination with the Operations Superintendent, obtain, procure, and keep inventory of all tools and spare parts; Organize staff to perform preventative maintenance activities.**
4. **Equipment Repairs; Troubleshoot problematic or inoperable equipment; Manage & coordinate the repair of equipment by County staff or third party qualified equipment technicians; Schedule and coordinate with equipment representatives & service technicians.**
5. **Employee Training & Development; Review, track, and process employee requests for seminars & training; Monitor and track Ohio EPA required continuing education contact hours for certified operators; Encourage, promote, and provide on-the-job training of employees; Assist employees with Ohio EPA certified operator training.**
6. **Health & Safety Program; Implement County Health & Safety Program with staff; Assist with changes and updates to safety program; Procure and/or approve the purchase of personal protective equipment (PPE) necessary for the safety of the treatment plant staff.**
7. **Purchase Orders – Equipment & Supply Procurement; Prepare work requests and obtain price quotes from qualified vendors; Issue Purchase Orders and coordinate with the Department’s Business Manager on equipment and service procurement; Purchase all supplies, equipment, and services in accordance with the County’s procurement policy.**
8. **Administration; Establish work schedules of employees; Approve timesheets, expense reports, vacation & sick leave requests; Manage, schedule, and participate in On-Call pager rotation.**
9. **Manage Employees; In coordination with the Operations Superintendent, conduct employee performance reviews, administer discipline, recommend and maintain appropriate staffing levels, and interview potential employees and recommend hiring; Organize and assign work to employees; Refer employees to the Operations Superintendent for the purchase and procurement of clothing, boots, and uniforms.**
10. **Capital Improvements; Identify and plan for capital improvements; Review construction drawings and provide input during the design process; Coordinate with construction contractors; Regulatory Coordination; Maintain the Ohio EPA operator licensure and serve as the Operator of Record for the treatment plants; Enter regulatory reporting data into the Ohio EPA’s Electronic Discharge Monitoring Reporting (eDMR) to be reviewed and submitted by the Operations Superintendent; Coordinate and interact with Ohio EPA representatives on regulatory issues including sanitary surveys and permit renewals.**
11. **Facility & Utility Maintenance; Oversee, manage, and implement housecleaning activities, mowing, landscaping, and building maintenance;**

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**12. Demonstrate regular and predictable attendance.**

**13. Maintain Valid Driver's license.**

**14. Follow all safety and health practices of the Warren County Board of Commissioners as described in the attached addendum.**

**OTHER DUTIES AND RESPONSIBILITIES:**

**1 Performs other duties as required by Supervisor.**

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

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

**Ability to:** define problems, collect data, establish facts and draw valid conclusions; communicate effectively; understand manuals and technical instructions; establishes a friendly atmosphere as a supervisor of a work unit; prepare concise and accurate reports; maintains accurate records; utilize hand tools; deal with several variables in a familiar context; calculate numbers.

**Skill in:** reading construction drawings, computer experience

**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: 6/23/16**

**posdes.43**