



**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 IS SEEKING TO ADD TWO CHIEF WASTEWATER TREATMENT OPERATORS TO OUR TEAM OF EXPERIENCED STAFF. SEVERING APPROXIMATELY 32,000 CUSTOMERS, THE COUNTY IS ONE OF THE LARGEST WATER/WASTEWATER PUBLIC UTILITIES IN SOUTHWEST OHIO. THE COUNTY OPERATES FOUR TREATMENT PLANTS WITH DESIGN CAPACITIES RANGING BETWEEN 12.0 MILLION GALLONS PER DAY (MGD) AND 15,000 GALLONS PER DAY. THE CHIEF OPERATOR WILL HAVE THE OPPORTUNITY TO JOIN THE COUNTY AS WE IMPLEMENT OUR \$50 MILLION DOLLAR CAPITAL IMPROVEMENTS.

JOB TITLE: WASTEWATER TREATMENT CHIEF OPERATOR – WAYNESVILLE

MINIMUM REQUIREMENTS:

- OHIO EPA CLASS I OPERATOR LICENSE WITH THE REQUIREMENT OF OBTAINING A CLASS II LICENSE WITHIN 12 MONTHS OF HIRE
- SUPERVISORY EXPERIENCE

PAY RANGE: \$25.50 - \$31.50
WORK HOURS: Between 7:00 AM TO 5:00 PM
WORK SCHEDULE: Monday-Friday
JOB LOCATION: 444 US Route 42 North, Waynesville, Ohio
2086 West State Route 22&3, Maineville, Ohio

JOB TITLE: WASTEWATER TREATMENT CHIEF OPERATOR – LOWER LITTLE MIAMI

MINIMUM REQUIREMENTS:

- OHIO EPA CLASS III WASTEWATER OPERATOR LICENSE WITH THE REQUIREMENT OF OBTAINING A CLASS IV LICENSE WITHIN 48 MONTHS OF HIRE
- SUPERVISORY EXPERIENCE

PAY RANGE: \$29.50 – \$35.50 PER HOUR
WORK HOURS: Between 7:00 AM TO 5:00 PM
WORK SCHEDULE: Monday-Friday
JOB LOCATION: 2086 West State Route 22&3, Maineville, Ohio

SEE ATTACHED CLASSIFICATION SPECIFICATION FOR MINIMUM QUALIFICATIONS AND ILLUSTRATIVE DUTIES OF THESE POSITIONS

VISIT 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 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 **\$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**

Page 1 of 3

Position: Wastewater Treatment Chief Operator – Waynesville

Class Title:

Department:	Water and Sewer	FLSA Status:	Non-Exempt
Reports To:	Operations Superintendent	Civil Service Status:	Classified
Pay Range:	20	Employment Status:	Full-Time
Probation:	365 Days	Lunch:	Unpaid
Work Hours:	Between 7:00 AM and 5:00 PM		
Work Schedule:	Monday - Friday		

JOB RESPONSIBILITIES:

Manage, operate, and maintain the Waynesville Regional Wastewater Treatment Plant (Ohio EPA Permit 1PB00032) and the Sycamore Trails Wastewater Treatment Plant (Ohio EPA Permit 1PG0007). The Chief Operator shall serve as the Ohio EPA professional operator of record responsible for the technical operation of the treatment works. The Waynesville plant is a Class II licensed facility with a 0.71 million gallons per day design flow and Sycamore Trails is a Class II licensed facility with an 180,000 gallons per day average design flow.

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.

LICENSURE AND CERTIFICATION REQUIREMENTS:

Class I Wastewater Operators license with the requirement of obtaining a Class II Wastewater Operators license within 12 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; coordinate laboratory testing; analyze laboratory test results; and direct, coordinate, and implement treatment process changes.
2. **Emergency Call-Out** Participate in the emergency call-out pager rotation schedule and respond to emergency call-outs as required under departmental rules.

**WARREN COUNTY COMMISSIONERS
POSITION DESCRIPTION**

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; and 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; and 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; and 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; and 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; and 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; and 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; interview potential employees and recommend hiring; organize and assign work to employees; and monitor the purchase and procurement of safety equipment, boots, and uniforms.
10. **Capital Improvements**; Identify and plan for capital improvements; review construction drawings; provide input during the design process; and coordinate with construction contractors.
11. **Regulatory Coordination** Maintain Ohio EPA operator licensure and serve as the Operator of Record for the treatment plants; enter and submit regulatory reporting data into the Ohio EPA's Electronic Discharge Monitoring Reporting (eDMR); coordinate and interact with Ohio EPA representatives on regulatory issues including sanitary surveys and permit renewals.

**WARREN COUNTY COMMISSIONERS
POSITION DESCRIPTION**

12. **Facility & Utility Maintenance**; Oversee, manage, and implement housecleaning activities including mowing, landscaping, and building maintenance.
13. Demonstrate regular and predictable attendance.
14. Maintain Valid Driver's license.
15. Follow all safety and health practices of the Warren County Board of Commissioners.

OTHER DUTIES AND RESPONSIBILITIES:

Performs other duties as required by Supervisor.

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; 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; 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: 10/29/2021
posdes.43**

**WARREN COUNTY COMMISSIONERS
POSITION DESCRIPTION**

Page 1 of 3

Position: Wastewater Treatment Chief Operator – Lower Little Miami

Class Title:

Department:	Water and Sewer	FLSA Status:	Non-Exempt
Reports To:	Operations Superintendent	Civil Service Status:	Classified
Pay Range:	20	Employment Status:	Full-Time
Probation:	365 Days	Lunch:	Unpaid
Work Hours:	Between 7:00 AM and 5:00 PM		
Work Schedule:	Monday - Friday		

JOB RESPONSIBILITIES:

Manage, operate, and maintain the Lower Little Miami Wastewater Treatment Plant (Ohio EPA Permit 1PK00018) and the Dale Acres Wastewater Treatment Plant (Ohio EPA Permit 1PG00096). The Chief Operator shall serve as the Ohio EPA professional operator of record responsible for the technical operation of the treatment works. The Lower Little Miami plant is a Class IV licensed facility with a 12 million gallons per day design flow and the Dale Acres is a Class A licensed facility with an 15,000 gallons per day average design flow.

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.

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; coordinate laboratory testing; analyze laboratory test results; and direct, coordinate, and implement treatment process changes.
2. **Emergency Call-Out** Participate in the emergency call-out pager rotation schedule and respond to emergency call-outs as required under departmental rules.

**WARREN COUNTY COMMISSIONERS
POSITION DESCRIPTION**

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; and 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; and 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; and 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; and 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; and 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; and 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; interview potential employees and recommend hiring; organize and assign work to employees; and monitor the purchase and procurement of safety equipment, boots, and uniforms.
10. **Capital Improvements**; Identify and plan for capital improvements; review construction drawings; provide input during the design process; and coordinate with construction contractors.
11. **Regulatory Coordination** Maintain Ohio EPA operator licensure and serve as the Operator of Record for the treatment plants; enter and submit regulatory reporting data into the Ohio EPA's Electronic Discharge Monitoring Reporting (eDMR); coordinate and interact with Ohio EPA representatives on regulatory issues including sanitary surveys and permit renewals.

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14. Maintain Valid Driver's license.
15. Follow all safety and health practices of the Warren County Board of Commissioners.

OTHER DUTIES AND RESPONSIBILITIES:

Performs other duties as required by Supervisor.

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; 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; calculate numbers.

Skill in: reading construction drawings, computer experience

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(Employee's Signature)

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