



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

ONE POSITION AVAILABLE DEPENDING ON QUALIFICATIONS

JOB CLASSIFICATION TITLE: WATER TREATMENT TECHNICIAN OR
WATER TREATMENT OPERATOR 1

DEPARTMENT: WATER AND SEWER

PROBATIONARY RATE:

WATER TREATMENT TECHNICIAN	\$15.41 - \$18.41 /HOUR (365-DAYS)
WATER TREATMENT OPERATOR 1	\$16.85 - \$21.85/HOUR (365-DAYS)

PAY RANGE:

WATER TREATMENT TECHNICIAN	#13
WATER TREATMENT OPERATOR 1	#15

SCHEDULED HOURS: 40 HOURS PER WEEK

CIVIL SERVICE STATUS: CLASSIFIED

*****APPLICANT MUST BE ABLE TO GET OHIO EPA CLASS I WATER SUPPLY WORKS OPERATOR'S CERTIFICATION WITHIN 18 MONTHS FROM HIRE DATE*****

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 AUGUST 13, 2020

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 FILLED

WARREN COUNTY IS AN EQUAL
OPPORTUNITY EMPLOYER

**WARREN COUNTY COMMISSIONERS
POSITION DESCRIPTION**

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Position Title: Water Treatment Plant
Technician

Incumbent:

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

FLSA Status:
Civil Service Status:
Employment Status:
Lunch:

Non-exempt
Classified
Full-time
Unpaid

JOB RESPONSIBILITIES:

Under general supervision, operates and inspects facility on scheduled basis; performs maintenance repairs on department equipment and vehicles; performs general operation and maintenance activities at all water treatment facilities; collects water samples and makes routine laboratory tests; operates process control equipment; 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:

Completions 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 procedures, and/or equivalent combinations of training and/or experience.

LICENSURE AND CERTIFICATION REQUIREMENTS:

Valid Ohio driver's license
Ohio EPA operational certification for chlorine and fluoride tests (obtain before end of probationary period).

ESSENTIAL FUNCTIONS:

1. Monitors and inspects water treatment components and facilities on a scheduled basis to ensure proper operation of plant equipment (e.g., checks flow of pumps & wells etc.).
2. Ability to perform maintenance and mechanical repairs on indoor and outdoor equipment, buildings, pumps and motors and able to restore equipment to operational condition. Ability to assist/escort contract personnel during contracted restoration.
3. Prepare and maintains service/maintenance records on equipment, pumps motors etc.
4. Starts and stops pumps, motors and other equipment as requested.

**WARREN COUNTY COMMISSIONERS
POSITION DESCRIPTION**

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5. Conducts annual inventory of equipment and spare parts.
6. Collects samples for laboratory tests and performs routine laboratory.
7. Must obtain and maintain Operational Chemical Laboratory Certification as issued by the State of Ohio.
8. Conducts confined space entry when required.
9. Performs the duties of the plant operator when requested, this includes operating process control equipment and backwashing filters.
10. Maintains facility (plant, well fields, towers, booster stations) security.
11. Lifts heavy pumps, portable generators, etc. to perform preventative and service maintenance of equipment and facility (e.g. makes minor repairs to any pump, motors, etc.). Performs preventative and service maintenance on regular basis to ensure proper operations of equipment and facilities.
12. Lubricates motors, blowers, equipment and other moving parts.
13. Cleans and paints equipment and facility when requested.
14. Plows snow, mows grass, cuts weeds, etc.
15. Prepares and submits records and reports related to plant operations when required.
16. Operates valves, hand tools, power tools and mechanical equipment, climbs ladders and towers, lifts pumps, portable generators and chemicals. Performs unskilled, semi-skilled and skilled tasks to assist with the operations and maintenance of the water facilities.
17. Ability to use a computer and/or tablet in plant operations and record keeping.

**WARREN COUNTY COMMISSIONERS
POSITION DESCRIPTION**

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18. Responsible for checking all pertinent equipment on a regular basis for needed repairs. Also responsible for reporting needed repairs to the supervisor.
 19. Demonstrates a regular and predictable attendance.
 20. Maintains a valid Ohio driver's license.
 21. Follows all safety and health practice of the Warren County board of Commissioners as described in the attached addendum.

OTHER DUTIES AND RESPONSIBILITIES:

1. Perform other like duties as required

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

Knowledge of: operating procedures of water treatment plants, equipment utilized in treatment operations; OSHA regulations, EPA regulations; laboratory procedures and safety, basic mechanical and electric maintenance procedures and safety; basic computer operation.

Ability to: carry out detailed instruction; oral and written instructions, deal with problems involving few variables within a familiar context; work alone in most tasks; operate/utilize equipment, chemicals and other materials used un routine laboratory testing procedures; identify and report existing or potential equipment malfunctions; utilize hand tools; cooperate with co-workers and the general public; maintain accurate records.

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: 1/29/13
Date Revised:

**WARREN COUNTY COMMISSIONERS
POSITION DESCRIPTION**

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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

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:

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