



**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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**WARREN COUNTY WATER & SEWER DEPARTMENT**

JOB TITLE: **WASTEWATER TREATMENT TECHNICIAN, OPERATOR I,  
II OR III**

PAY RANGE:  
WASTEWATER TREATMENT TECHNICIAN \$17.39 PER HOUR  
WASTEWATER TREATMENT OPERATOR I, II, OR III \$20.06 - \$33.09 PER HOUR

WORK HOURS: 7:00AM – 3:30PM MONDAY - FRIDAY

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

VISIT [WWW.CO.WARREN.OH.US](http://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](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

**WARREN COUNTY COMMISSIONERS  
POSITION DESCRIPTION**

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**Position Title:** Wastewater Treatment Technician      **Incumbent:**

**Class Title:**

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<b>Department:</b>	Water/Sewer	<b>FLSA Status:</b>	Non-exempt
<b>Reports To:</b>	Wastewater Treatment Plant Chief Operator	<b>Civil Service Status:</b>	Classified
<b>Pay Range:</b>	#13	<b>Employment Status:</b>	Full-Time
<b>Probation:</b>	365 Days	<b>Lunch:</b>	Unpaid
<b>Work Hours:</b>	40 Hours per week		

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**JOB RESPONSIBILITIES:**

Under general supervision, operates and inspects facility on scheduled basis; collects wastewater 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:

Completion of secondary education, training and/or work experience which evidences basic knowledge of operating procedures of a wastewater treatment facility, routine laboratory testing procedures and electrical and mechanical maintenance procedures, and/or equivalent combinations of training and/or experience.

**LICENSURE AND CERTIFICATION REQUIREMENTS:**

Valid Ohio driver's license. Required to obtain Ohio EPA Class I Wastewater Operators Certification within 18 months of hire date.

**ESSENTIAL FUNCTIONS:**

1. Monitors and inspects wastewater treatment components and facility on scheduled basis to ensure proper operation of plant equipment (e.g., checks flow of effluent; draws sludge from tanks; drains water, etc.).
2. Regulates chemical feeds and treatment components.
3. Starts and stops pumps, motors and other equipment.
4. Regulates flow of chlorine.
5. Collects samples for laboratory tests and performs routine laboratory tests.
6. Cleans bar screens, skims scum and grease from settling tanks.

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POSITION DESCRIPTION**

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7. Operates process control equipment and controls the transfer of sludge from settling tanks and supernatant from digesters
8. Lifts heavy pumps, portable generators, etc. to perform preventative and service maintenance of equipment and facility (e.g., makes minor repairs to pumps, motors, etc.).
9. Lubricates motors, blowers and other moving parts.
10. Cleans and paints equipment and facility.
11. Plows snow, mows grass, cuts weeds, etc.
12. Prepares and submits records related to plant operations.
13. Operates valves.
14. Provides security for the facility.
15. When operating filter press, schedules with sludge hauler to pick up containers.
16. Demonstrates a regular and predictable attendance.
17. Maintains a valid Ohio driver's license.
18. Follows all safety and health practices of the Warren County Board of Commissioners as described in the attached addendum.

**OTHER DUTIES AND RESPONSIBILITIES:**

1. Provides guidance to Utility operators.
2. Communicates with the public and industries regarding inquiries and complaints.
3. Performs other duties as required by supervisor.

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

Knowledge of: operating procedures of wastewater treatment plants; equipment utilized in treatment operations; regulatory standards governing treatment process; safety practices and procedures; routine laboratory testing procedures; basic mechanical and electrical maintenance procedures; basic computer operation.

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

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**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:  
posdes.29**

**WARREN COUNTY COMMISSIONERS  
POSITION DESCRIPTION**

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**Position Title:** Wastewater Treatment Plant Operator I      **Incumbent:**

**Class Title:**

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<b>Department:</b>	Water/Sewer	<b>FLSA Status:</b>	Non-Exempt
<b>Reports To:</b>	Operations Superintendent or Chief Operator	<b>Civil Service Status:</b>	Classified
<b>Pay Range:</b>	15	<b>Employment Status:</b>	Full-time
<b>Probation:</b>	365 Days	<b>Lunch:</b>	Unpaid
<b>Work Hours:</b>	40 Hours		

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**JOB RESPONSIBILITIES:**

Operate, and maintain multiple wastewater treatment facilities for a defined area as established by the Wastewater Treatment Operations Superintendent and Sanitary Engineer. Serve as the Ohio EPA Operator of Record for Ohio EPA rated Class I treatment plants; 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:

Completion of secondary education, training, and/or work experience which evidences basic knowledge of operating procedures of a wastewater treatment facility, routine laboratory testing procedures, electrical and mechanical maintenance procedures, and/or equivalent combinations of training and/or experience.

**LICENSURE AND CERTIFICATION REQUIREMENTS:**

Ohio EPA Class I Wastewater Operators Certification  
Valid Ohio Driver's License

**ESSENTIAL FUNCTIONS:**

1. Treatment Plant Operations; Monitor and inspect wastewater treatment components and facilities on a routine basis to ensure proper operation of plant equipment (eg., check flows, solid levels in clarifiers, pump operations, blower status, etc.); Monitor the supervisory control and data acquisition (SCADA) system and be aware and knowledgeable regarding the treatment plant process data; Start, stop, operate, and make adjustments to treatment plant equipment including, but not limited to, motors, pumps, blowers, chemical feed equipment, screens, disinfection units, etc.; Clean bar screens, skimmers, and fats, oils and grease from process equipment; Operate equipment at all unit processes within the treatment plant, including but not limited to, the preliminary, activated sludge, secondary settling, solids processing, and disinfection unit processes; Follow and

**WARREN COUNTY COMMISSIONERS  
POSITION DESCRIPTION**

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enforces security standards for all facilities; Collect samples for laboratory tests and perform and/or coordinate routine laboratory testing.

2. **Call-Out; 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. **Preventative Maintenance; Implement preventative maintenance including the lubrication of equipment and replacement of drive belts, hosing, tubing, filters and other routine maintenance activities as specified by equipment manufacturers or other County schedules.**
4. **Equipment Repairs; Troubleshoot problematic or inoperable equipment; Perform repairs of equipment and provide assistance to third party qualified equipment technicians for repairs that cannot be performed by County staff.**
5. **Employee Training & Development; Attend continuing education training required to maintain the Ohio EPA Operator certifications, safety training, and other training as directed by the Chief Operator and Operations Superintendent.**
6. **Health & Safety Program; Attend Health & Safety training and perform work activities in accordance with County, industry, and regulatory safety standards.**
7. **Capital Improvements; Review construction drawings and provide input during the design of improvements; Coordinate with construction contractors.**
8. **Regulatory Coordination; Maintain the Ohio EPA operator licensure and serve as the Operator of Record as required by the County; Coordinate and interact with Ohio EPA representatives on regulatory issues including sanitary surveys and permit renewals.**
9. **Facility & Utility Maintenance; Implement housecleaning activities, mowing, landscaping, building maintenance, cleaning, painting, and snow removal.**
10. **Maintain Valid Driver's License.**
11. **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.**

**WARREN COUNTY COMMISSIONERS  
POSITION DESCRIPTION**

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**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; 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;

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\_\_\_\_\_  
(Employee's Signature)

\_\_\_\_\_  
(Date)

**Date Adopted:  
Date Revised: 7/6/16  
posdes.99**

**WARREN COUNTY COMMISSIONERS  
POSITION DESCRIPTION**

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**Position Title:** Wastewater Treatment Plant Operator II      **Incumbent:**

**Class Title:**

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<b>Department:</b>	Water/Sewer	<b>FLSA Status:</b>	Non-Exempt
<b>Reports To:</b>	Operations Superintendent or Chief Operator	<b>Civil Service Status:</b>	Classified
<b>Pay Range:</b>	17	<b>Employment Status:</b>	Full-time
<b>Probation:</b>	365 Days	<b>Lunch:</b>	Unpaid
<b>Work Hours:</b>	40 Hours – Non-Standard Work Week		

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**JOB RESPONSIBILITIES:**

Operate, and maintain multiple wastewater treatment facilities for a defined area as established by the Wastewater Treatment Operations Superintendent and Sanitary Engineer. Serve as the Ohio EPA Operator of Record for Ohio EPA rated Class I treatment plants; 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:

Completion of secondary education, training, and/or work experience which evidences basic knowledge of operating procedures of a wastewater treatment facility, routine laboratory testing procedures, electrical and mechanical maintenance procedures, and/or equivalent combinations of training and/or experience.

**LICENSURE AND CERTIFICATION REQUIREMENTS:**

Ohio EPA Class II Wastewater Operators Certification  
Valid Ohio Driver's License

**ESSENTIAL FUNCTIONS:**

1. Treatment Plant Operations; Monitor and inspect wastewater treatment components and facilities on a routine basis to ensure proper operation of plant equipment (eg., check flows, solid levels in clarifiers, pump operations, blower status, etc.); Monitor the supervisory control and data acquisition (SCADA) system and be aware and knowledgeable regarding the treatment plant process data; Start, stop, operate, and make adjustments to treatment plant equipment including, but not limited to, motors, pumps, blowers, chemical feed equipment, screens, disinfection units, etc.; Clean bar screens, skimmers, and fats, oils and grease from process equipment; Operate equipment at all unit processes within the treatment plant, including but not limited to, the preliminary, activated sludge, secondary settling, solids processing, and disinfection unit processes; Follow and



**WARREN COUNTY COMMISSIONERS  
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enforces security standards for all facilities; Collect samples for laboratory tests and perform and/or coordinate routine laboratory testing.

2. **Call-Out; 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. **Preventative Maintenance; Implement preventative maintenance including the lubrication of equipment and replacement of drive belts, hosing, tubing, filters and other routine maintenance activities as specified by equipment manufacturers or other County schedules.**
4. **Equipment Repairs; Troubleshoot problematic or inoperable equipment; Perform repairs of equipment and provide assistance to third party qualified equipment technicians for repairs that cannot be performed by County staff.**
5. **Employee Training & Development; Attend continuing education training required to maintain the Ohio EPA Operator certifications, safety training, and other training as directed by the Chief Operator and Operations Superintendent.**
6. **Health & Safety Program; Attend Health & Safety training and perform work activities in accordance with County, industry, and regulatory safety standards.**
7. **Capital Improvements; Review construction drawings and provide input during the design of improvements; Coordinate with construction contractors.**
8. **Regulatory Coordination; Maintain the Ohio EPA operator licensure and serve as the Operator of Record as required by the County; Coordinate and interact with Ohio EPA representatives on regulatory issues including sanitary surveys and permit renewals.**
9. **Facility & Utility Maintenance; Implement housecleaning activities, mowing, landscaping, building maintenance, cleaning, painting, and snow removal.**
10. **Maintain Valid Driver's License.**
11. **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.**

**WARREN COUNTY COMMISSIONERS  
POSITION DESCRIPTION**

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**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; 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;

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\_\_\_\_\_  
(Employee's Signature)

\_\_\_\_\_  
(Date)

**Date Adopted:  
Date Revised: 7/6/16  
posdes.99**

**WARREN COUNTY COMMISSIONERS  
POSITION DESCRIPTION**

Page 1 of 3

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

**Class Title:**

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<b>Department:</b>	Water/Sewer	<b>FLSA Status:</b>	Non-Exempt
<b>Reports To:</b>	Operations Superintendent or Chief Operator	<b>Civil Service Status:</b>	Classified
<b>Pay Range:</b>	19	<b>Employment Status:</b>	Full-time
<b>Probation:</b>	365 Days	<b>Lunch:</b>	Unpaid
<b>Work Hours:</b>	40 Hours – Non-Standard Work Week		

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**JOB RESPONSIBILITIES:**

Operate, and maintain multiple wastewater treatment facilities for a defined area as established by the Wastewater Treatment Operations Superintendent and Sanitary Engineer. Serve as the Ohio EPA Operator of Record for Ohio EPA rated Class I treatment plants; 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:

Completion of secondary education, training, and/or work experience which evidences basic knowledge of operating procedures of a wastewater treatment facility, routine laboratory testing procedures, electrical and mechanical maintenance procedures, and/or equivalent combinations of training and/or experience.

**LICENSURE AND CERTIFICATION REQUIREMENTS:**

Ohio EPA Class III Wastewater Operators Certification  
Valid Ohio Driver's License

**ESSENTIAL FUNCTIONS:**

1. Treatment Plant Operations; Monitor and inspect wastewater treatment components and facilities on a routine basis to ensure proper operation of plant equipment (eg., check flows, solid levels in clarifiers, pump operations, blower status, etc.); Monitor the supervisory control and data acquisition (SCADA) system and be aware and knowledgeable regarding the treatment plant process data; Start, stop, operate, and make adjustments to treatment plant equipment including, but not limited to, motors, pumps, blowers, chemical feed equipment, screens, disinfection units, etc.; Clean bar screens, skimmers, and fats, oils and grease from process equipment; Operate equipment at all unit processes within the treatment plant, including but not limited to, the preliminary, activated sludge, secondary settling, solids processing, and disinfection unit processes; Follow and

**WARREN COUNTY COMMISSIONERS  
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enforces security standards for all facilities; Collect samples for laboratory tests and perform and/or coordinate routine laboratory testing.

2. **Call-Out; 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. **Preventative Maintenance; Implement preventative maintenance including the lubrication of equipment and replacement of drive belts, hosing, tubing, filters and other routine maintenance activities as specified by equipment manufacturers or other County schedules.**
4. **Equipment Repairs; Troubleshoot problematic or inoperable equipment; Perform repairs of equipment and provide assistance to third party qualified equipment technicians for repairs that cannot be performed by County staff.**
5. **Employee Training & Development; Attend continuing education training required to maintain the Ohio EPA Operator certifications, safety training, and other training as directed by the Chief Operator and Operations Superintendent.**
6. **Health & Safety Program; Attend Health & Safety training and perform work activities in accordance with County, industry, and regulatory safety standards.**
7. **Capital Improvements; Review construction drawings and provide input during the design of improvements; Coordinate with construction contractors.**
8. **Regulatory Coordination; Maintain the Ohio EPA operator licensure and serve as the Operator of Record as required by the County; Coordinate and interact with Ohio EPA representatives on regulatory issues including sanitary surveys and permit renewals.**
9. **Facility & Utility Maintenance; Implement housecleaning activities, mowing, landscaping, building maintenance, cleaning, painting, and snow removal.**
10. **Maintain Valid Driver's License.**
11. **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.**

**WARREN COUNTY COMMISSIONERS  
POSITION DESCRIPTION**

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**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; 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;

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\_\_\_\_\_  
(Employee's Signature)

\_\_\_\_\_  
(Date)

**Date Adopted:  
Date Revised: 7/6/16  
posdes.99**

# 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)

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QUESTIONS CALL: SUE SPENCER 513.695.1747