



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

POSITION AVAILABLE DEPENDING ON QUALIFICATIONS

JOB CLASSIFICATION TITLE: WASTEWATER TECHNICIAN, OPERATOR I
OR OPERATOR II

DEPARTMENT: WATER AND SEWER

PROBATIONARY RATE:
TECHNICIAN PAY RANGE #13 \$16.56 - \$19.41 PER HOUR (365-DAYS)
OPERATOR I PAY RANGE #15 \$18.10 - \$24.85 PER HOUR (365-DAYS)
OPERATOR II PAY RANGE #17 \$19.86 - \$26.41 PER HOUR (365-DAYS)

(TECHNICIAN IS REQUIRED TO OBTAIN OPERATOR I LICENSURE WITHIN 12 MONTHS OF HIRE DATE)

SCHEDULED HOURS: 40 HOURS PER WEEK

CIVIL SERVICE STATUS: CLASSIFIED

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 APRIL 21, 2022

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 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**

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

Class Title:

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

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.

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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.

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:

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

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

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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.**

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

Class Title:

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

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

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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.**
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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:

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2. **Communicates with the public, regulators, and elected officials regarding inquires and complaints.**
3. **Performs other duties as required by Supervisor.**

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

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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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Date Revised: 7/6/16
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