

# LOOKING FOR A CAREER?

## WE ARE HIRING!



### OFFICE STAFF

The Department has Utility Clerk openings at our main office located at 406 Justice Drive, Lebanon, Ohio.

### WATER OPERATORS

We have openings at our state-of-the-art treatment facilities located in Deerfield Township and near the City of Franklin.

### SKILLED LABORERS

Our crews operate out of maintenance facilities located in the City of Lebanon and in Deerfield Township near Mason.

### 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\*

WORK FOR THE BEST COUNTY.  
WORK FOR WARREN COUNTY.

Warren County offers competitive wages, Full Time employment, sick & vacation time, quality health insurance, and OPERS (Ohio Public Employee Retirement System) Benefit. It's a great place to grow your career!

SCROLL FOR MORE JOB INFORMATION

SUBMIT APPLICATION TO: [Susan.Spencer@co.warren.oh.us](mailto:Susan.Spencer@co.warren.oh.us)

## WATER & SEWER UTILITY CLERK

\$17.00 - \$24.13 / HOUR

We are proud of the quality service we provide our customers and are seeking to expand our team of utility clerks and office workers. Our clerks perform a variety of duties including utility billing, cashier/receptionist roles, and running our customer call center. They are the heart of our operation allowing our department to run smoothly and seamlessly. Join our team as we strive to provide exceptional service to our customers.

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## TREATMENT PLANT TECHNICIANS & OPERATORS

\$17.00 - \$33.90 / HOUR

Join our team of certified water & wastewater operators and help run our state-of-the-art treatment facilities, elevated tanks, and pump stations. We are hiring entry level employees that are anxious to learn and join our growing team of dedicated operators. The County provides on-the-job training and classwork to become an Ohio EPA certified operator. If you're looking for variety in your daily work schedule and opportunity for advancement this job is for you!

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## CONTROL SYSTEMS TECHNICIAN

\$18.41 - \$30.31 / HOUR

At Warren County we build and operate world-class treatment facilities that provide safe and reliable drinking water to our customers. Our plants, pump stations, and towers run on advanced instrumentation and control systems. We are looking to talk with individuals that have a working knowledge of computers, network systems, programmable logic controllers (PLCs), motors, variable frequency drives, instrumentation devices, security camera equipment, digital video controllers, and security card access equipment. Training in control systems, electromechanical technology, or industrial maintenance technology is preferred. Contact us if you have background and interest in instrumentation and controls!

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## WATER DISTRIBUTION / SEWER COLLECTION WORKERS

\$17.00 - \$30.31 / HOUR

Our water distribution and collection crews are the best in Southwest Ohio. Our staff of skilled workers construct, maintain, and repair over 1,000 miles of water and sewer lines throughout the County. We are looking for entry level employees that have an interest in learning to operate backhoes, skid steers, dump trucks, and excavators. No previous construction experience is required, however; dedication and motivation are.

SCROLL FOR MORE JOB INFORMATION

SUBMIT APPLICATION TO: [Susan.Spencer@co.warren.oh.us](mailto:Susan.Spencer@co.warren.oh.us)

**WARREN COUNTY COMMISSIONERS  
POSITION DESCRIPTION**

Page 1 of 3

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Position Title: Water and Sewer Utility Clerk I      Incumbent:  
Class Title:

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Department:	Water/Sewer	FLSA Status:	Non-exempt
Reports To:	Office Administrator	Civil Service Status:	Classified
Pay Range:	#12	Employment Status:	Full-time
Probation:	360 Days	Lunch:	Unpaid
Work Hours:	8:00 a.m. to 5:00 p.m.		

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**JOB RESPONSIBILITIES:**

Successfully performs the duties of one of the following divisions:

1. Cashier/Receptionist Division
2. Customer Service Division
3. Customer Billing Division

Detailed description of each division is included as an attachment.

**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 or its equivalent with a basic knowledge of bookkeeping, data processing, word processing/typing, customer service, data entry and spreadsheet manipulation, and/or equivalent combinations of training and/or experience.

**LICENSURE AND CERTIFICATION REQUIREMENTS:**

Valid Ohio Driver's License

**ESSENTIAL FUNCTIONS:**

1. Essential functions for each division is detailed as attached.
2. Demonstrates a regular and predictable attendance.
3. Follows all safety and health practices of the Warren County Board of Commissioners as described in the attached addendum.

**OTHER DUTIES AND RESPONSIBILITIES:**

1. Temporarily assigned to all clerical positions for cross training and staffing demands as required.
2. Performs other duties as required by supervisor.

**WARREN COUNTY COMMISSIONERS  
POSITION DESCRIPTION**

Page 2 of 3

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

**Knowledge of:** County government, bookkeeping, utility billing, customer service, cash handling; public relations, office practices and procedures, and County and facilities serving the County.

**Ability to:** calculate numbers; maintain accurate records; gather, collate and classify information about data, people and things; communicate effectively; answer routine inquiries from general public; operate computer terminal for extended periods of time.

**Skill in:** typing, data processing, mathematical calculations, 2-way radio, copy machine.

**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.**

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(Employee's Signature)

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(Date)

**Date Adopted:  
Date Revised:**

## **CASHIER/RECEPTIONIST DIVISION RESPONSIBILITIES**

**Welcomes, directs, and attends to the needs of customers and visitors that arrive at the Water & Sewer Department main office. Receives and processes customer payments received at the walk-up counter. In consultation with the engineering staff, quote sewer connection and water tap fees for new construction. Answer customer questions or direct customers to department staff as necessary.**

- 1. Collects deposits made on rental property.**
- 2. In consultation with the engineering staff, determines, and collects tap in charges/inspection fees for residential customers.**
- 3. Registers and create new accounts in utility billing system after tap in charges have been collected.**
- 4. Receives and opens customer mail and processes payments.**
- 5. Participates in customers shut-off process for delinquent accounts.**
- 6. Prepares and mails refunds for closed accounts.**
- 7. Prepares and processes service orders for field staff.**
- 8. Collects deposits for hydrant meters. Maintains and updates hydrant meter spreadsheet for availability and billing.**
- 9. Collects and posts payments for backflow reports. Responsible for mailing backflow letters, updating data in Programs, answer questions related to backflow and shut offs for backflow.**
- 10. Maintains cash drawer and balance receipts daily.**
- 11. Responsible for balancing and updating credit card payments received electronically.**
- 12. Prepares notices for bad checks charges and maintains spreadsheet.**
- 13. Prepares receipts for deposit to Auditor/Treasurer.**
- 14. Maintains monthly tap fee spreadsheet for water and sewer tap in fees.**
- 15. Handles releases to Building Department regarding availability of water and sewer.**
- 16. Prepare and mail annual letters for contractors regarding surety bonds.**
- 17. Balances and maintains a spreadsheet for deposits and deposit refunds and balances it with Auditor's records.**

## **CUSTOMER SERVICE DIVISION RESPONSIBILITIES**

**Receives, answers, and directs customer phone calls to the Water & Sewer Department.**

- 1. Addresses customer complaints.**
- 2. Informs customers of department policies.**
- 3. Prepares final read-out service orders and processes changes in customer accounts.**
- 4. Receives and opens customer mail and processes payments.**
- 5. Participates in customer shut-off process for delinquent accounts.**
- 6. Prepares and processes service orders for field staff.**
- 7. Receives and posts payment for backflow reports. Responsible for mailing backflow letters, updating data in Program, answer questions related to backflow and shut offs for backflow.**

## **CUSTOMER BILLING DIVISION RESPONSIBILITIES**

**Prepares, issues, and processes all routine bimonthly utility bills issued to customers. As a regional utility providing billing service for other entities, they coordinate with local governmental utility departments regarding billing rates and meter readings.**

- 1. Prepares water and sewer account bills.**
- 2. Prepare and transfer files for bill print company**
- 3. Notifies bill print company of any changes to bill format and communicate any customer memos for billing cycle.**
- 4. Checks all readings and posts corrections to computer. Reviews billing registers for accuracy.**
- 5. Maintains meter change information in billing system.**
- 6. Responsible for loading readings to/from hand held computers to/from main computer system.**
- 7. Maintains meter reading software system (i.e. Badger ReadCenter) and resolve errors with company when necessary.**
- 8. Set up rate files for system. Maintains regular communication and correspondence with outside entities regarding rate changes and billing procedures specific to their entity.**
- 9. Processes final bills (e.g., applies deposits to accounts, process and mail final bills).**
- 10. Verify new ownership and mail new customer letters.**
- 11. Update and maintain billing rate spreadsheet and new customer letter.**
- 12. Prepares and mails discontinuance of services notices. Prepares shut off notices.**
- 13. Prepares and mails delinquent letters for accounts 60 days past due that are to be certified to property taxes. Prepares certification resolution for Commissioner approval.**
- 14. Prepares and maintains various reports (zero consumption, locked accounts, future customers, credit balances, etc.)**
- 15. Receive and process customer bankruptcy paperwork.**
- 16. Communicates with IT regarding billing software changes as needed.**
- 17. Assist Office Administrator and Sanitary Engineer with development/update of billing agreements with outside entities when necessary.**
- 18. Receives and opens customer mail and processes payments.**
- 19. Prepares and processes service orders for field staff.**
- 20. Receives and opens payments for backflow reports. Responsible for mailing backflow letters, updating data in Programs, answer questions related to backflow and shut offs for backflow.**

**WARREN COUNTY COMMISSIONERS  
POSITION DESCRIPTION**

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**Position Title:** Water Treatment  
Technician

**Incumbent:**

**Class Title:**

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

**FLSA Status:** Non-Exempt  
**Civil Service Status:** Classified  
**Employment Status:** Full-time  
**Lunch:** Unpaid

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**JOB RESPONSIBILITIES:**

Operate, and maintain multiple water treatment facilities for a defined area as established by the Water Treatment Operations Superintendent and Sanitary Engineer. Operates and maintains equipment and facilities; prepares and maintains records and reports; and performs other duties as required. May be required to work in inclement weather conditions.

**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 water treatment facility, routine laboratory testing procedures, electrical and mechanical maintenance procedures, and/or equivalent combinations of training and/or experience.

**LICENSURE AND CERTIFICATION REQUIREMENTS:**

Must earn Ohio EPA Class I Water Operators OIT status within 365 days.

Valid Ohio Driver's License

Must earn and maintain the necessary OEPA laboratory certification(s) before the end of the probationary period.

**ESSENTIAL FUNCTIONS:**

1. Treatment Plant Operations
  - a. Monitor and inspect water treatment components and facilities on a routine basis to ensure proper operation of plant equipment (eg., check flows, water tower levels in distribution systems, pump operations, chemical feeds, etc.)
  - b. Monitor the supervisory control and data acquisition (SCADA) system and be aware and knowledgeable regarding the treatment plant process data.
  - c. Start, stop, operate, and make adjustments to treatment plant equipment including, but not limited to, motors, pumps, chemical feed equipment, etc.



**WARREN COUNTY COMMISSIONERS  
POSITION DESCRIPTION**

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- d. Operate equipment at all unit processes within the treatment plant, including but not limited to, the membrane softening process, chemical feed systems, raw water source, high service pumps, gravity filters and emergency backup generator operations.
  - e. Follows all security standards for all facilities.
  - f. Collect samples for laboratory tests and perform and/or coordinate routine laboratory testing.
2. Call-Out
    - a. 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. Holiday
    - a. Participate in Holiday coverage rotation schedule as directed by the Operation Superintendent or Chief Operator.
  4. Preventative Maintenance
    - a. Complete preventative maintenance including the lubrication of equipment, replace hosing, tubing, filters and other routine maintenance activities as specified by equipment manufactures.
  5. Equipment Repairs
    - a. Troubleshoot problematic or inoperable equipment.
    - b. Perform repairs of equipment and provide assistance to third party qualified equipment technicians for repairs that cannot be performed by County staff.
  6. Employee Training & Development
    - a. Obtain Operator in Training (OIT) from the Ohio EPA Operator certifications for Class I Water Supply. Safety training, and other training as directed by the Chief Operator and Operations Superintendent.
  7. Health & Safety Program
    - a. Attend Health & Safety training and perform work activities in accordance with County, industry, and regulatory safety standards.
  8. Facility & Utility Maintenance
    - a. Complete housekeeping activities, mowing, landscaping, building maintenance, cleaning, painting, and snow removal.
  9. 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 water 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; work in confined spaces; climb ladders including water towers.

**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: 09/21/2021  
posdes.99**

**WARREN COUNTY COMMISSIONERS  
POSITION DESCRIPTION**

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**Position Title:** Water Treatment Plant  
Operator I

**Incumbent:**

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**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

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**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.).

**WARREN COUNTY COMMISSIONERS  
POSITION DESCRIPTION**

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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

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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.

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(Employee's Signature)

(Date)

**Date Adopted:**

**Date Revised:**

**posdes.31**

**WARREN COUNTY COMMISSIONERS  
POSITION DESCRIPTION**

Page 1 of 3

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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.

**WARREN COUNTY COMMISSIONERS  
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  
POSITION DESCRIPTION**

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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**

Page 1 of 3

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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**

Page 1 of 3

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**Position Title:** Sewer Collections Worker      **Incumbent:**  
Worker I

**Class Title:**

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<b>Department:</b>	Water/Sewer	<b>FLSA Status:</b>	Non-exempt
<b>Reports To:</b>	Sewer Maintenance Superintendent	<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		

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**JOB RESPONSIBILITIES:**

Under general direction, cleans and inspects sanitary sewers, operates and maintains sewer cleaning and inspection equipment; maintains sewer cleaning and inspection records; performs other related duties as assigned.

**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 and one (1) year experience in sewer systems maintenance or equivalent combination of training and/or experience which evidences a basic knowledge of sewer system maintenance and operations, safety practices and procedures and/or equivalent combination of training and/or experience. Prior to and annually during employment, must pass a cardio-pulmonary medical exam and a respirator fit test; must be clean shaven (e.g., no beard or goatee).

**LICENSURE AND CERTIFICATION REQUIREMENTS:**

Valid Ohio Driver's License.

**ESSENTIAL FUNCTIONS:**

1. Travels to, gains access to standard manhole, and performs some duties in confined spaces to clean and inspect sanitary sewers and lift stations.
2. Observes and interprets gauges and control panels necessary to determine need for adjustment in the sewer cleaning process.
3. Assist in repair and maintenance of sanitary sewers, forcemains, and laterals.

**WARREN COUNTY COMMISSIONERS  
POSITION DESCRIPTION**

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4. Maintains logs and records meter and gage readings.
5. Maintains records on sewers cleaned, and sewers to be cleaned.
6. May operate sewer cleaning and inspection equipment under the direction of Operations Foreman.
7. May clean and maintain sewer cleaning equipment in good operating condition.
8. Lifts heavy pumps, portable generators, chemicals, etc. up to 100 pounds, and performs general maintenance on sewer cleaning equipment (e.g., lubricates pumps and motors, adjusts belts, replaces inoperative parts and equipment when necessary, etc.).
9. Cleans and paints equipment and facility, plows snow, mows grass, cuts weeds, etc.
10. Operates truck to transport equipment and supplies to work locations.
11. Operates valves.
12. Must annually pass a cardio-pulmonary medical exam and a respirator fit test.
13. Demonstrates a regular and predictable attendance.
14. 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 and industries regarding inquiries and complaints.
2. Performs other duties as required by supervisor.

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

Knowledge of: inspection and testing techniques; safety practices and procedures; operation and maintenance of sewer system; equipment utilized in cleaning testing and maintaining sanitary sewers; equipment maintenance techniques; computer operation.

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**WARREN COUNTY COMMISSIONERS  
POSITION DESCRIPTION**

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**Ability to: deal with problems involving few variables within a familiar context; work alone on most tasks; recognize unusual or threatening conditions and take appropriate action; follow instructions; maintain accurate records; lift heavy equipment to 100 pounds; enter into and work within standard manhole.**

**Skill in: utilizing tools and equipment used in cleaning and maintenance of sewer system; performing minor mechanical repairs; motor vehicle operations.**

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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.**

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**(Employee's Signature)**

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**(Date)**

**Date Adopted:  
Date Revised:  
Posdes 182**

**WARREN COUNTY COMMISSIONERS  
POSITION DESCRIPTION**

Page 1 of 3

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**Position Title:** Sewer Collections Worker      **Incumbent:**  
Worker II  
**Class Title:**

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<b>Department:</b>	Water/Sewer	<b>FLSA Status:</b>	Non-exempt
<b>Reports To:</b>	Sewer Maintenance Superintendent	<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:**

Under general direction, cleans and inspects sanitary sewers, operates and maintains sewer cleaning and inspection equipment; maintains sewer cleaning and inspection records; performs other related duties as assigned.

**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 and one (1) year experience in sewer systems maintenance or equivalent combination of training and/or experience which evidences a basic knowledge of sewer system maintenance and operations, safety practices and procedures and/or equivalent combination of training and/or experience. Prior to and annually during employment, must pass a cardio-pulmonary medical exam and a respirator fit test; must be clean shaven (e.g., no beard or goatee).

**LICENSURE AND CERTIFICATION REQUIREMENTS:**

Valid Ohio Driver's License.  
Valid CDL Class B License with N endorsements

**ESSENTIAL FUNCTIONS:**

1. Travels to, gains access to standard manhole, and performs some duties in confined spaces to clean and inspect sanitary sewers and lift stations.
2. Observes and interprets gauges and control panels necessary to determine need for adjustment in the sewer cleaning process.
3. Assist in repair and maintenance of sanitary sewers, forcemains, and laterals.

**WARREN COUNTY COMMISSIONERS  
POSITION DESCRIPTION**

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Page 2 of 3

4. Maintains logs and records meter and gage readings.
5. Maintains records on sewers cleaned, and sewers to be cleaned.
6. May operate sewer cleaning and inspection equipment under the direction of Operations Foreman.
7. May clean and maintain sewer cleaning equipment in good operating condition.
8. Lifts heavy pumps, portable generators, chemicals, etc. up to 100 pounds, and performs general maintenance on sewer cleaning equipment (e.g., lubricates pumps and motors, adjusts belts, replaces inoperative parts and equipment when necessary, etc.).
9. Cleans and paints equipment and facility, plows snow, mows grass, cuts weeds, etc.
10. Operates truck to transport equipment and supplies to work locations.
11. Operates valves.
12. Must annually pass a cardio-pulmonary medical exam and a respirator fit test.
13. Competent person per OSHA regulations.
14. Demonstrates a regular and predictable attendance.
15. 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 and industries regarding inquiries and complaints.
2. Performs other duties as required by supervisor.

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

Knowledge of: inspection and testing techniques; safety practices and procedures; operation and maintenance of sewer system; equipment utilized in cleaning testing and maintaining sanitary sewers; equipment maintenance techniques; computer operation.



**WARREN COUNTY COMMISSIONERS  
POSITION DESCRIPTION**

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Page 3 of 3

**Ability to:** deal with problems involving few variables within a familiar context; work alone on most tasks; recognize unusual or threatening conditions and take appropriate action; follow instructions; maintain accurate records; lift heavy equipment to 100 pounds; enter into and work within standard manhole.

**Skill in:** utilizing tools and equipment used in cleaning and maintenance of sewer system; performing minor mechanical repairs; motor vehicle operations.

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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.**

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(Employee's Signature)

(Date)

**Date Adopted:  
Date Revised:  
posdes.182**

**WARREN COUNTY COMMISSIONERS  
POSITION DESCRIPTION**

Page 1 of 3

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**Position Title:** Water Distribution Worker I      **Incumbent:**

**Class Title:**

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<b>Department:</b>	Water/Sewer	<b>FLSA Status:</b>	Non-exempt
<b>Reports To:</b>	Maintenance Superintendent	<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, performs various skilled, semi-skilled and unskilled tasks to assist with installation, maintenance and repair of water meters, water mains, sewers, wells, pump stations and appurtenances; operates various equipment including backhoe as needed; reads water meters; performs other related duties.

**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:

Knowledge of water and sanitary sewer maintenance and repair; knowledge of operation and maintenance procedures and techniques of water meters, water service laterals and appurtenances; demonstrate an ability to operate medium construction equipment.

**LICENSURE AND CERTIFICATION REQUIREMENTS:**

Valid Ohio Driver's License

**ESSENTIAL FUNCTIONS:**

1. Operates light motorized equipment (e.g., dump truck, boring machine, vibratory compactor, skid loader, jackhammer, etc.) to dig and move materials.
2. Assists with the installation and repair of water mains, hydrants, meter pits and other related appurtenances.
3. Performs unskilled, semi-skilled tasks to assist with installation, maintenance and repair of water mains, meter pits, sanitary sewers, pump stations and wells (e.g., repairs leaks; replaces gate valves at pump station; repairs water towers and wells; installs and repairs service lines and meters; restores streets, lawns, sidewalks, driveways, etc. to original condition).

**WARREN COUNTY COMMISSIONERS  
POSITION DESCRIPTION**

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4. Services and performs minor maintenance and repair on equipment operated (e.g., greases, performs oil and filter changes, checks fluid levels, checks lights, etc.).
5. Performs maintenance and custodial tasks at various department buildings (e.g., painting, cleaning, etc.).
6. Locates, tests and maintains water mains, meters, sanitary sewers, hydrants, valves and manholes and submits measurements and locations.
7. Fills cisterns and pools and collects fees for services rendered.
8. Utilizes tools (e.g., valve wrench, pipe wrench, assorted hand tools and yard tools, etc.).
9. May be required to work independently or as part of group to accomplish tasks associated with maintenance.
10. May be subject to twenty-four (24) hour call for emergencies and scheduled maintenance.
11. Ability to work in inclement weather conditions and environments associated with maintenance work.
12. Must be able to lift a minimum of fifty (50) pounds in the performance of this position.
13. Demonstrates a regular and predictable attendance.
14. Follows all safety and health practices of the Warren County Board of Commissioners as described in the attached addendum.

**OTHER DUTIES AND RESPONSIBILITIES:**

1. Interprets water meters, as required and performs read-outs.
2. Investigates customer complaints (e.g., unusual usage, leaks in homes, meter pits, fittings, etc.).
3. Installs meters for new services and pulls, checks and rebuilds meters as requested.
4. Performs meter readings necessary for billing and performs meter tests.
5. Cleans backwash drying beds.
6. Trains new employees and provides guidance for seasonal employees.

**WARREN COUNTY COMMISSIONERS  
POSITION DESCRIPTION**

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7. Delivers overdue notices and picks up collections as requested.
  8. Maintains inventory records as required by supervisor.
  9. Maintains records, service orders and other pertinent paperwork as required by supervisor.
  10. Performs other duties as required by supervisor.

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

**Knowledge of:** water and sewer system maintenance, procedures and methods; traffic laws governing motorized equipment operation; safety practices and procedures; tools used in waterline maintenance operations; equipment maintenance and procedures; public relations.

**Ability to:** exercise sound judgement; follow instructions; perform tasks for extended periods of time under adverse conditions; cooperate with co-workers on work project; define problems, collect data, establish facts and draw conclusions; resolve complaints from citizens; utilize standard mechanics tools; diagnose minor mechanical problems; perform routine labor tasks; deal with irate citizens.

**Skill in:** water and sewer maintenance; equipment maintenance; safe equipment operation.

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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.**

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(Employee's Signature)

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(Date)

**Date Adopted:  
Date Revised:  
posdes.24**

**WARREN COUNTY COMMISSIONERS  
POSITION DESCRIPTION**

Page 1 of 3

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**Position Title:** Water Distribution Worker II    **Incumbent:**

**Class Title:**

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<b>Department:</b>	<b>Water/Sewer</b>	<b>FLSA Status:</b>	<b>Non-exempt</b>
<b>Reports To:</b>	<b>Maintenance Superintendent</b>	<b>Civil Service Status:</b>	<b>Classified</b>
<b>Pay Range:</b>	<b>#15</b>	<b>Employment Status:</b>	<b>Full-time</b>
<b>Probation:</b>	<b>365 Days</b>	<b>Lunch:</b>	<b>Unpaid</b>
<b>Work Hours:</b>	<b>40 hours per week</b>		

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**JOB RESPONSIBILITIES:**

Under general supervision, performs various skilled, semi-skilled and unskilled tasks to assist with installation, maintenance and repair of water meters, water mains, sewers, wells, pump stations and appurtenances; operates various equipment including backhoe as needed; reads water meters; performs other related duties.

**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 or equivalent with knowledge of water and sanitary sewer maintenance and repair; knowledge of operation and maintenance procedures and techniques of water meters, water service laterals and appurtenances; demonstrate an ability to operate medium construction equipment.

**LICENSURE AND CERTIFICATION REQUIREMENTS:**

Valid Ohio Driver's License

Valid Commercial Driver's License with the appropriate class with the appropriate endorsement(s)

**ESSENTIAL FUNCTIONS:**

1. Operates light motorized equipment (e.g., dump truck, backhoe, boring machine, vibratory compactor, skid loader, jackhammer, etc.) to dig and move materials.
2. Assists with the installation and repair of water mains, sanitary sewers, hydrants, meter pits and other related appurtenances.
3. Performs unskilled, semi-skilled tasks to assist with installation, maintenance and repair of water mains, meter pits, sanitary sewers, pump stations and wells (e.g., repairs leaks; replaces gate valves at pump station; repairs water towers and wells;

**WARREN COUNTY COMMISSIONERS  
POSITION DESCRIPTION**

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- installs and repairs service lines and meters; restores streets, lawns, sidewalks, driveways, etc. to original condition).
4. Services and performs minor maintenance and repair on equipment operated (e.g., greases, performs oil and filter changes, checks fluid levels, checks lights, etc.).
  5. Performs maintenance and custodial tasks at various department buildings (e.g., painting, cleaning, etc.).
  6. Locates, tests and maintains water mains, meters, sanitary sewers, hydrants, valves and manholes and submits measurements and locations.
  7. Fills cisterns and pools and collects fees for services rendered.
  8. Utilizes tools (e.g., valve wrench, pipe wrench, assorted hand tools and yard tools, etc.).
  9. May be required to work independently or as part of group to accomplish tasks associated with maintenance.
  10. May be subject to twenty-four (24) hour call for emergencies and scheduled maintenance.
  11. Ability to work in inclement weather conditions and environments associated with maintenance work.
  12. Must be able to lift a minimum of fifty (50) pounds in the performance of this position.
  13. Demonstrates a regular and predictable attendance.
  14. Maintains a Commercial Driver's License with the appropriate class and endorsement(s).
  15. Follows all safety and health practices of the Warren County Board of Commissioners as described in the attached addendum.

**OTHER DUTIES AND RESPONSIBILITIES:**

1. Interprets water meters, as required and performs read-outs.
2. Investigates customer complaints (e.g., unusual usage, leaks in homes, meter pits, fittings, etc.).

**WARREN COUNTY COMMISSIONERS  
POSITION DESCRIPTION**

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3. Installs meters for new services and pulls, checks and rebuilds meters as requested.
  4. Performs meter readings necessary for billing and performs meter tests.
  5. Cleans backwash drying beds.
  6. Trains new employees and provides guidance for seasonal employees.
  7. Delivers overdue notices and picks up collections as requested.
  8. Maintains inventory records as required by supervisor.
  9. Maintains records, service orders and other pertinent paperwork as required by supervisor.
  10. Performs other duties as required by supervisor.

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

**Knowledge of:** water and sewer system maintenance, procedures and methods; traffic laws governing motorized equipment operation; safety practices and procedures; tools used in waterline maintenance operations; equipment maintenance and procedures; public relations.

**Ability to:** exercise sound judgement; follow instructions; perform tasks for extended periods of time under adverse conditions; cooperate with co-workers on work project; define problems, collect data, establish facts and draw conclusions; resolve complaints from citizens; utilize standard mechanics tools; diagnose minor mechanical problems; perform routine labor tasks; deal with irate citizens.

**Skill in:** water and sewer maintenance; equipment maintenance; safe equipment operation.

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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:**

**WARREN COUNTY COMMISSIONERS  
POSITION DESCRIPTION**

Page 1 of 2

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**Position Title:** Warehouse Utility Worker      **Incumbent**  
**Class Title:**

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<b>Department:</b>	Water/Sewer Department	<b>FLSA Status:</b>	Non-exempt
<b>Reports To:</b>	Maintenance Superintendent	<b>Civil Service Status:</b>	Classified
<b>Pay Range:</b>	#12	<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, performs routine cleaning, painting, and basic maintenance of equipment, facilities, buildings and grounds; assists maintenance and maintenance crews and meter readers as required; performs other general labor related duties as may be required by supervisor.

**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 or equivalent with training and/or experience which evidences an ability to perform basic general labor type work.

**LICENSURE AND CERTIFICATION REQUIREMENTS:**

Valid Ohio Driver's License

**ESSENTIAL FUNCTIONS:**

1. Under general supervision, but not limited to, performs routine cleaning, painting, and basic maintenance of equipment, facilities, buildings and grounds (e.g., waters, mows, rakes lawn, trims and prunes shrubs and trees, shovels snow, etc.).
2. Cleans building interior, restrooms, shower, locker room, garage area (e.g., sweeps and mops floors, washes windows and walls, paints, etc.).
3. Assists with the installation and repair of water mains, hydrants, meter pits and other related appurtenances.
4. Paints and numbers fire hydrants.
5. Sandblasts and paints meter lids.
6. Delivers material to maintenance workers and meter readers at work sites.
7. Washes equipment, tools and trucks.



**WARREN COUNTY COMMISSIONERS  
POSITION DESCRIPTION**

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8. **Assists Maintenance Superintendent with maintaining inventory, etc.**
  9. **On call twenty-four (24) hours a day.**
  10. **Demonstrates regular and predictable attendance.**
  11. **Follows all safety and health practices of the Warren County Board of Commissioners as described in the attached addendum.**

**OTHER DUTIES AND RESPONSIBILITIES:**

1. **Assists maintenance crews and meter readers as required.**
2. **Performs other routine general labor type tasks as may be assigned by the supervisor.**

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

**Knowledge of:** Safety practices and procedures; basic maintenance techniques and procedures.

**Ability to:** Understand basic mechanical repair procedures; recognize safety warnings; cooperate with co-workers on group projects; follow oral and written instructions.

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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.**

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(Employee's Signature)

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(Date)

**Date Adopted:  
Date Revised:  
posdes.143**