

**JOB TITLE: OPERATOR/SKILLED LABORER - WATER/SEWER/WASTEWATER DEPT.**

**SUPERVISOR:**

The Operator/Skilled Laborer shall have direct reporting responsibility to the water/wastewater superintendent, and indirect reporting responsibility to the Village Administrator; or their assigned representatives.

**JOB RESPONSIBILITIES**

Under general supervision performs a variety of tasks in carrying out the responsibilities of this classification.

Under direction, conducts chemical and bacteriological analysis of water and or wastewater samples; cleans and maintain laboratory equipment and instruments; mixes and prepare reagents and solutions; prepares and maintains work sheets and records; performs other related duties as required in all Village departments.

**NOTE: Sewer refers to both Sanitary and Storm**

**QUALIFICATIONS**

Any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed below. An example of an acceptable qualification for this position is: High School Diploma or equivalent, supplemented by courses in mathematics and chemistry or the natural science, plus six months semi-skilled laborer experience or equivalent. Must have a valid State of Ohio Commercial Driver's License (CDL). Must be insurable under the Village's existing automobile liability insurance coverage. This position should possess the ability to obtain certification for chemical and bacteriological analysis.

Must currently possess a Class 1 Water Certification and be willing to obtain further certification for chemical and bacteriological analysis as needed.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

The following are minimum skills required to perform the duties of this job classification.

1. Must possess a mechanical aptitude.
2. Knowledge of operating procedures for both water and wastewater plants.
3. Knowledge of equipment used in treatment operation.
4. Knowledge of regulating standards of governing the treatment process.
5. Be able to understand and follows safety practices and procedures.
6. Ability to collect and analyze and interpret data.
7. Ability to follow written and oral instruction.
8. Ability to prepare accurate documentation.
9. Must be able to perform heavy manual labor for extended period of time in all types of weather.
10. Should be able to recognize existing or potential equipment and machinery malfunctions
11. Able to develop and maintain working relationships with associates.
12. Knowledge of traffic laws governing motorized equipment operation, have the ability to operate motorized equipment and vehicles (must have a valid Ohio Commercial Driver License (CDL).
13. General understanding of chemistry, bacteriology, microbiology, treatment plant regulatory standards, standard laboratory practices, equipment, instruments, and materials.
14. Skilled in operation, use and care of laboratory equipment, supplies and instruments.
15. Ability to maintain supply inventories.

**DUTIES:**

The duties listed below are intended to depict most tasks performed by this classification.

**Essential Duties & Responsibilities**

- A. Perform unskilled, semi-skilled and skilled tasks to assist with maintenance and installation of villages water and sewer lien systems.
  1. Operates tapping machine and air hammer.
  2. Repairs and installs water meters, sewer and water mains.

3. Cuts concrete.
4. Taps storm sewer, sanitary sewers and water mains.
5. Communicates with customer regarding service related complaints and meter readings.
6. Returns works site to original condition once job is completed. This could include: seeding grass, pouring concrete, etc.

B. This position is regularly assigned to be "on call" to inspect water and wastewater plant facilities on a scheduled basis to ensure proper operation and quality control.

WATER

1. Takes and records equipment readings.
2. Operates pumps, motors, metering and chlorination equipment.
3. Adjusts chemical feed flows.
4. Backwashes filters.
5. Ensures proper levels of above ground water storage
6. Make sure Plant clear wells are maintained and adjusts pumps to maintain or achieve proper levels.
7. Collects and runs samples of laboratory analysis.

SEWER

1. Reads meters, gauges, charts, logs these readings.
2. Operates process control equipment as necessary.
3. Starts and stops pumps.
4. Replaces chlorine cylinders and regulates chlorine flow.
5. Removes screenings, skimming's, and grit.
6. Collects and runs samples for laboratory analysis.

B. Performs maintenance on equipment and facilities and completes appropriate records.

1. Paints equipment, sweeps and mops floors.
2. Oils and lubricates motor, pumps, machinery and equipment.
3. Mows grass, trims shrubs and trees.
4. Shovels snow, picks up litter.
5. Makes minor repairs to pumps and motors.
6. Operates welder as appropriate.
7. Makes minor mechanical repairs to vehicles.
8. Unloads and stores shipments of chemicals.

D. Operates various power and hand tools and equipment completing assignments.

1. Drive trucks, tractor, street sweeper, garbage truck, snow plow etc.

E. Conducts chemical and/or bacteriological analysis plus follow up and maintenance.

1. Test pH
2. Chlorine
3. Fluoride
4. Total Coli form and Fecal bacteria
5. Chemical oxygen demand
6. Biochemical oxygen demand
7. Nitrate, Nitrite, Phosphate and other elements
8. Recommends or makes necessary chemical adjustments to treatment process based upon test results

F. Operates and utilizes various laboratory equipment/ instruments to perform tests.

1. pipettes
2. Burettes
3. pH meter
4. Turbid meter
5. autoclave
6. Incubators
7. G analytical balances
8. H microscopes
9. I spectrophotometer
10. J various other lab equipment

G. Cleans, calibrates and makes minor repairs to laboratory equipment and instruments.

H. Cleans and maintain lab facilities.

I. Mixes and prepares reagents and solutions.

Prepares and maintains laboratory work sheets and quality control records.

- K. Maintain inventory of lab supplies and notifies wastewater and water plant supervisor of supply needs.
- L. Qualified Back Hoe operator.
- M. Maintains awareness of Village workplace safety program.

Other Duties

- 1. Assists with meter reading as assigned.
- 2. Miscellaneous plumbing and mechanical tools as required.
- 3. All other duties which may be assigned from time to time.