



Job Title:	Chief of Wastewater Operations Operator II, Operator of Record	Job Category:	Government
Department/Group:	Utility Department	Status	Exempt The federal Fair Labor Standards Act (FLSA)
Location:	3725 State Route 752	Travel Required:	Yes
Level/Salary Range:	Governed by Ordinance	Position Type:	Full-time
HR Contact:		Date posted:	Click here to enter a date.
Will Train Applicant(s):	Yes	Posting Expires:	Click here to enter a date.
External posting URL:	http://www.ashvilleohio.gov/index.php/how-do-i/apply-for-a-job		
Internal posting URL:	http://www.ashvilleohio.gov/index.php/how-do-i/apply-for-a-job		
Applications Accepted By: Currently Not Vacant			
FAX OR E-MAIL: (740) 983-4703 or fchristman@ashvilleohio.gov Attention: Franklin Christman, Village Administrator		MAIL: Village Administrator Village of Ashville P.O. Box 195, 200 East Station Street, Ashville Ohio 43103	
Job Description			

POSITION SUMMARY:

The Chief of the Wastewater Operations of the Resource Recovery Department is a Licensed Operator II and Operator of Record. This position is a salaried exempt for the Village of Ashville. In collaboration with the Chief of Water Operations is responsible for the utility staff supervision and performance. The employee performs tasks as a group or alone at a job site. The work assignment is on a continual basis with a regular schedule. Job requires employee to follow clearly prescribed work methods and safety practices. Employee may be requested and can perform work duties in response to other emergency conditions.

ESSENTIAL JOB FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Indicate the level of performance by filling in each line with the appropriate rating. Please review the definitions included with the performance appraisal packet, and mark the rating the matches the employee's performance. For example, a level 5 is the highest possible rating.

1 = Unsatisfactory 2= Decreased Performance 3 = Acceptable 4 = Excellent 5 = Outstanding

CRITERIA BASED STANDARDS

ESSENTIAL DUTIES

Wastewater Utility Department Functions Operation for OhioEPA Class Two License

Operate Plant

- ___ 1 A-1 Perform daily plant rounds (e.g., meter readings, bar screen, supernatant)
- ___ 2 A-2 Collect daily totalizer readings
- ___ 3 A-3 Collect samples (see Process & Permit Parameters list)
- ___ 4 A-4 Analyze samples (see Process & Permit Parameters list)
- ___ 5 A-5 Analyze results
- ___ 6 A-6 Perform process adjustments (see Primary Process Control Adjustments list)
- ___ 7 A-7 Dispose of biosolids A-8 Post entries daily to journal

Operate Collection System

- ___ 8 B-1 Check lift station(s)
- ___ 9 B-2 Complete routine maintenance
- ___ 10 B-3 Check for overflows
- ___ 11 B-4 Perform I&I evaluation (e.g., smoke, dye, t.v., grout, repair, flow metering, report overflows)

Perform Administrative Functions

- ___ 12 C-1 Generate work orders (per O&M)
- ___ 13 C-2 Write P.M. plan
- ___ 14 C-3 Develop policies & procedures
- ___ 15 C-4 Hire personnel

- ___ 16 C-5 Terminate personnel
- ___ 17 C-6 Process personnel data (e.g., time keeping, union issues)
- ___ 18 C-7 Generate regulatory reports
- ___ 19 C-8 Assure regulatory compliance
- ___ 20 C-9 Maintain personnel & regulatory documents
- ___ 21 C-10 Develop tracking spreadsheet
- ___ 22 C-11 Develop capital improvement plans (1, 5, 10 year)
- ___ 23 C-12 Develop annual budget (e.g., feescosts, needs)
- ___ 24 C-13 Develop sewer rate report
- ___ 25 C-14 Maintain professional memberships (e.g., ORWA, OWEA)
- ___ 26 C-15 Track inventory

Manage Employees

- ___ 27 D-1 Implement policies & procedures
- ___ 28 D-2 Manage timekeeping (e.g., overtime, sick leave, vacation, Family Leave Act)
- ___ 29 D-3 Conduct personnel evaluations
- ___ 30 D-4 Develop job descriptions
- ___ 31 **D-5 Implement union contracts**
- ___ 32 D-6 Develop employee incentive program. Recommend the promotion or transfer of an employee
- ___ 33 D-7 Address employee issues (e.g., discipline, promotion, suggestions)
- ___ 34 D-8 Manage day-to-day scheduling. May be called for service on irregular hours.

Train Employees

- ___ 35 E-1 Train employees on policies & procedures (e.g., local, state, federal regulations)
- ___ 36 E-2 Train employees on safety issues (e.g., local state, federal regulations)
Ensures staff attends safety meetings and follows safety precautions according to OSHA standards. Duties include understanding safety-related equipment or procedures and making recommendations; knowing Material Safety Data Sheets (MSDS)
- ___ 37
- ___ 38 E-3 Train employees on plant operations
- ___ 39 E-4 Train employees on plant maintenance
- ___ 40 E-5 Train employees on laboratory procedures
- ___ 41 E-6 Train employees on laboratory analysis
- ___ 42 E-7 Train employees on interpretation of lab results
- ___ 43 E-8 Train employees on equipment operation
- ___ 44 E-9 Provide state approved contact hours
- ___ 45 E-10 Train employees on computer based systems
- ___ 46 E-11 Train employees to read blueprints & schematics
- ___ 47 All above Personnel Functions must be done in collaboration with water, storm and service departments

Maintain Facilities

- ___ 48 F-1 Perform general housekeeping (e.g., mop/wax floors, clean restrooms, refuse)
- ___ 49 F-2 Perform grounds maintenance
- ___ 50 F-3 Maintain safety & security systems (e.g., lighting, fencing)
- ___ 51 F-4 Service treatment components (e.g., tanks, buildings)
- ___ 52 F-5 Apply protective coatings
- ___ 53 F-6 Monitor utilities (e.g., gas, electric)

Maintain Equipment

- ___ 54 G-1 Rotate pumps
- ___ 55 G-2 Exercise equipment (e.g., generators, valves)
- ___ 56 G-3 Service utilities (e.g., water, electric)
- ___ 57 G-4 Evaluate shipment performance (e.g., temperature, thermal, vibration)
- ___ 58 G-5 Calibrate equipment
- ___ 59 G-6 Perform PM on process equipment
- ___ 60 G-7 Perform PM on vehicles
- ___ 61 G-8 Perform PM on electrical equipment
- ___ 62 G-9 Perform PM on mechanical equipment
- ___ 63 G-10 Repair failed equipment
- ___ 64 G-11 Replace failed equipment

Manage Construction

- ___ 65 H-1 Participate in selection of engineer
- ___ 66 H-2 Review construction plans
- ___ 67 H-3 Consult with EPA, engineer, & local administration
- ___ 68 H-4 Coordinate with contractors
- ___ 69 H-5 Inspect construction projects
- ___ 70 H-6 Generate change orders
- ___ 71 H-7 Generate punch list
- ___ 72 H-8 Conduct final inspection

Process and Permit Parameters:

- Temperature, pH, Low level chlorine, Solids, 30 minute settleability, Centrifuge, Core sampling, Mlss, Microscopic examination, PP +40,
- ___ 73 Bioassay, Testing per NPDES
 - ___ 74 "Pollutants" specifically CBOD/BOD, Total suspended solids (nonfilterable residue), Nitrogen compounds (Ammonia, Nitrites, Nitrates, TKN), Phosphorus, Fecal coliform, Heavy metals, Toxicity, pH, Chlorine Residual.

Primary Process Control Adjustments:

- ___ 75 Measure dissolved oxygen, Adjust chemical feed rate, Adjust wasting rate, & Adjust return rate

Reference Manuals:

- O & M manuals, Ten state standards, Standard methods, Personnel policy manual, Ohio revised code, "Orange, triangle", hazardous chemical emergency, response guide, Manual of practice #11 (operations), Manual of practice #8 (design), California State University, Sacramento manuals, Local ordinances
- ___ 76

General Knowledge:

- PTI permit to install, PTO permit to operate, Ability to mentor, Map reading, Blueprint reading, Schematic reading, Proper record keeping, Permits, Laboratory analysis, Local county health department, auditor, local government, Federal regulations (OSHA, USEPA, HAZCom), State regulations (OEPA, ODH, BWC, OUPS), Communication skills: written, oral, group, one-on-one
- ___ 77 Microbiology, Analyze and interpret wastewater concepts

Skills:

- ___ 78 Decision making skills, Prioritizing skills, Computer skills, Public relation skills, General electrical skills, Mechanical aptitude

Worker Behaviors:

- Understanding, Positive, Self motivated, Organized, Goal oriented, Safety oriented, Follow directions, Integrity, Humor, Detail oriented,
- ___ 79 Dedicated, Patient, Reliable

Miscellaneous

- ___ 80 "Safety" specifically Chemical, Lockout/Tagout, Confined Space Self Contained Breathing Apparatus-SCBA, Electrical, Bloodborne Pathogens, Personal Protective Equipment, Housekeeping, Slips, Trips, and Falls, OSHA Requirements, First aid/CPR/Pollutants.
- ___ 81 "Operation and Maintenance (O & M)" specifically O & M Manual, Pumps, Motors, Types (Curves/Control), Preventive Maintenance, Corrective, Maintenance, Electrical Usage, Blower Performance, Final Clarifiers, Sludge Transfer.
- ___ 82 "Operation and Maintenance (O & M)" specifically Record Keeping, management System, Collection System (Infiltration-Inflow), Piping System Hydraulics, tanks, valves with corrosion control of plant piping & valves.
- ___ 83 "Treatment Theory" specifically Comminutors, Screens, Grit, Removal/Trash Trap, Primary Tanks, Activated Sludge, Aerated Lagoons, Final Clarifiers, Nitrification, Phosphorus Removal(Chemical), Rapid and Slow Sand Filters
- ___ 84 "Treatment Theory" specifically disinfection (Chlorination, Dechlorination, Ultraviolet Light), Aerobic Digestion, Anaerobic Digestion, Sand Drying Beds, Biosolids Disposal, Telemetry, Flow Measurement.
- ___ 85 "Sampling & Handling Procedures" grab, Flow proportional composite, Multiple grab, holding times & conditions, CBOD/BOD, DO, pH, Suspended solids, Fecal coliform, Chlorine residual, Ammonia, Phosphorus, Oil & Grease, Heavy metals, Volatile organics.
- ___ 86 OhioEPA Class II license requires an understanding of "Laboratory" specifically testing requirements-chemical, testing procedures-chemical.
- ___ 87 "Math" specifically suspended solids test, CBOD/BOD test, Organic loading, Hydraulic loading, Detention time (Hydraulic), Surface overflow rate, Weir overflow rate, Velocity, flowrate, area, Concentration, flowrate, mass, Population equivalents.
- ___ 88 "Math" specifically Chlorine demand, dosage, residual, Percentages, Percent removals, Volumes and areas, Sludge flowrates, % solids, specific gravity, mass, Weighted averages, Unit conversions,
- ___ 89 "Math" specifically Costs, SVI, Sludge age/MCRT, Solids loading rate, Solids detention time, Mass balances, Volatile solids reduction, Geometric means.
- ___ 90 OhioEPA Class II license requires an understanding of "Insections" periodic and annual.
- ___ 91 Licensed Operator will ensure the installation, inspection, maintenance and repair of wastewater collection systems including sewer laterals, mains, taps, grease interceptors, main cleaning and cleaning blockage, raises and lowers/repairs of manholes.
- ___ 92 Licensed Operator will ensure the performance of daily testing of influent and effluent as required by the MPCA and adjust process controls accordingly.
- ___ 93 Records daily flow of influent, waste and return sludge.
- ___ 94 Records dissolved oxygen levels at various locations in the facilities.

Wastewater Utility Department Functions Administration for OhioEPA Class Two License

Requires an understanding of "[Regulations/Guidance](#)" specifically Permit to Install, NPDES Permit (Parts I, II, and III), Certified operator (OAC 3745-7), Reporting, Sewer Use Ordinance, Ten States Standards, CSO/SSO, Industrial Pretreatment/Local Limits.

As the OhioEPA Class II license operator an understanding of "[Reporting to Village Council, Mayor, Village Administrator, and citizens of Ashville](#)".

Makes recommendations to the Village Administrator regarding departmental policies and procedures.

Carry a cell phone while on standby duty, which are a 7-day, 24 hour sewer and water department.

General Utility Department Functions Operation

Ensure reading of water meters and the maintenance of water meters.

Assists with the locates and repairs water and sewer mains.

Education

Reviews technical journals and other data to meet OhioEPA Class II license Operator requirements.

Attends seminars and training sessions on water operations.

Coordinates staff meetings with Water Operator and Village Administrator.

Customer Service

Maintains working relations with industrial and residential customers; receives and handles customer complaints and water/wastewater service problems; monitors meter reading and activities and issues as it relates to water or wastewater.

Establish and maintain a cooperative working relationship with those contacted in the course of work.

Water Department Functions

Under OhioEPA Class A I limits or "Operator of Record" assist with facility operation.

Under OhioEPA Class A I limits or "Operator of Record" assist with testing requirements.

Under OhioEPA Class A I limits or "Operator of Record" assist with documentation.

Under OhioEPA Class A I limits or "Operator of Record" documents daily water deliveries.

General Function

Provides positive customer services, external and internal.

Performs all duties in conformance with appropriate safety and security standards.

Maintain confidentiality in respect to all matters as governed by local Ordinance, State, and Federal Laws.

Flexibility in receiving and performing work assignments.

Participate in Continuing Quality Improvement. Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

Attend continuing education in-services, as needed.

Fosters an atmosphere of teamwork and collaboration by assisting co-workers and other departments as needed and directed.

Other Duties as Assigned

Perform special projects and related duties as required or assigned by the Mayor, Village Administrator, and/or designee.

This number is the average of the above scores

ABILITY AND INTERPERSONAL COMMUNICATIONS:

COMMUNICATIONS

INTERNAL: Full-time Staff, Service Department Superintendent, Village Administrator, and Mayor.

EXTERNAL: Local Community (Ashville Residents), General Community (Residents outside of Ashville), and Phone Contacts.

QUALIFICATIONS

Minimum Qualifications:

- High school diploma or GED equivalent
- Plus one to two years relevant work experience, or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities
- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and measure data



QUALIFICATIONS

Special Requirements:

- A valid Ohio Driver's License
- CPR/First Aid certification or ability to acquire when made available through the Village of Ashville.

Tools and Equipment Used:

- Motorized vehicles and equipment, including dump truck, snow plow, pickup truck, utility truck, tractor, lawn mower, bush hog, tamper, saws, pumps, propane kettle, propane torch, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio and telephone, electric welder, jackhammer, small motorized equipment, etc.

Knowledge Skills:

- Knowledge of maintenance equipment and operating methods; preventive maintenance and operating methods; facility, materials and procedures used in maintenance, construction and repair activities; traffic laws; standard safety practices
- Skill in operation of some of the listed tools and equipment
- Ability to follow instructions, perform manual labor for extended periods of time under varying weather and other adverse conditions; follow and apply safety practices to practical work situations; maintain good working relations with the general public; push, pull, lift and move objects; maintain basic work records; exhibit a mechanical aptitude; exercise sound judgment when driving in snow and slippery road conditions.

PHYSICAL REQUIREMENTS

Employee is in general good health able to perform essential job functions either unaided or with assistance of reasonable accommodations. This determination will be made on a case by case basis by management, for otherwise qualified persons who, because of an AD disability, are unable to perform the physical or mental requirements for the job. The physical demands listed are illustrative of demands most commonly imposed on the incumbent of this position.

While performing duties of this job the employee:

- Frequently gets into and out of trucks and other equipment.
- May sit for extended periods of time when operating equipment
- May walk or climb over ditches or other rough terrain, balance, stoop, kneel, crouch, crawl, or stand for extended periods of time
- Commonly lifts or exerts physical effort in moderate to heavy work and may experience excessive vibrations when operating jackhammer, chain saw and possibly other light motorized equipment
- Must have the visual and physical ability to safely operate light motorized equipment, including good reaction times
- Ability to drive at night and in inclement weather conditions, color and peripheral vision, depth perception, and ability to adjust focus
- Ability to lift or move objects up to 75 pounds
- Ability to deal effectively with stress.

Work Environment:

Good working conditions but with consistent exposure to weather conditions including heat, snow, ice and other possibly inclement conditions. Frequent exposure to dirt, dust, hot asphalt, fumes, dampness, mud and noise. Ability to take the necessary precautions for the safety of self and others inherent when working with machinery/construction areas including such things as thrown debris, hot temperatures, electrical shock, loud noises, cutting utility lines, etc.

Selection Guidelines

- Formal application, rating education and experience, oral interview and reference check. Job related testing may be required.
- The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar, related, or a logical assignment to the position
- The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

A SIGNATURE CONSTITUTES A STATUTE OF LIMITATION ON ANY ACTION AFTER SIX MONTHS OF LEAVING EMPLOYMENT.

EMPLOYEE UNDERSTANDING AND AGREEMENT

Reviewed By:	Employee, Chief of Wastewater Operations, Adam Kehoe	Date:	
Signature			

I understand, and will perform, the duties and requirements specified in this job description.

Administrative Approval:	Village Administrator, Franklin Christman	Date:	
Signature			
Review Approval:	Personnel Director, Brian Garvine	Date:	
Signature			
Last Updated By:	Village Administrator	Date/Time:	1/31/2019 9:59 AM