



Village of Ashville
 P.O. Box 195
 200 East Station Street
 Ashville, OH 43103
 Office: 740/983-6367 • Fax: 740/983-4703



Job Title:	Utility Licensed Operator	Job Category:	Government
Department/Group:	Utility Department	Status	Non-exempt The federal Fair Labor Standards Act (FLSA)
Location:	3219 St. Rt. 752 & 140 Park St.	Travel Required:	Yes
Level/Salary Range:	Governed by Ordinance	Position Type:	Full-time
Reports:	Chiefs of Utility	Date posted:	Click here to enter a date.
Will Train Applicant(s):	Certification by EPA	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 akehoe@ashvilleohio.gov & jwelsh@ashvilleohio.gov Attention: Adam Kehoe, Wastewater & James Welsh, Water	MAIL: Chief of Water and Chief of Wastewater, Village of Ashville P.O. Box 195 200 East Station Street, Ashville Ohio 43103
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Job Description

POSITION SUMMARY:

This skilled position involves responsibility for operational work for the utility water department. This position monitors village-wide water usage and maintains production, processing, and pumping needs for the Village's treatment plant. The position also is responsible for maintaining operational set points and alarm levels. Work is reviewed for results in meeting the operating requirements of the system. Specifically work involves responsibility for planning, organizing, and directing water distribution system, water treatment, plant equipment repair and maintenance, and billing. This includes pumping stations, reducing valves, water towers and the plant itself. Supervision is exercised through supervisory personnel, over a staff of technical personnel. Work is performed with latitude for the exercise of independent judgment and action under the direction of the Village Administrator and in accordance with village policies and in compliance with state and federal guidelines applicable to water and wastewater management. Work is reviewed through meetings and reports for overall program effectiveness. The work assignment may be on a continual or intermittent basis. 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. Work is performed with latitude for the exercise of independent judgment and action under the guidance of the Village Administrator or designee and in accordance with village policies and in compliance with state and federal guidelines applicable law. Work is reviewed through meetings and reports for overall program effectiveness. The work assignment may be on a continual or intermittent basis. 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

Water Department Functions

- _____ 1 How well are the knowledge of modern principles, practices and techniques of water distribution and treatment, disinfection used.
- _____ 2 Maintain knowledge by reviewing technical journals and other data.
- _____ 3 Has the knowledge of and ability to operate materials and equipment used in the full range of water systems operations, maintenance, and repair.
- _____ 4 Operates and maintains pumps, control panels, chlorinators, and chemical feed pumps.
- _____ 5 Backwash filters. Check hoses, pipes, belts. Check fuel and lubricant levels.
- _____ 6 How well does operator check and adjusts various chemical feed equipment.
- _____ 7 Will observe and monitor assigned plant operations and record data from control room meters, gauges and recording chart readings.
- _____ 8 Will act upon and/or report malfunctions and unusual trends or conditions. Will act quickly and competently making corrections and report the action taken.
- _____ 9 Will adjusts flow through the plants to maintain adequate water for peak demands, for fire protection, short-term emergency situation, and for human consumption.
- _____ 10 Will monitors and repairs plant equipment including cleaning and servicing and performing annual inspections. Specifically performing routine maintenance on equipment, such as lubrication, oil changes and belt changes.
- _____ 11 Performs routine repair work such as disassembly, repair and installation of valves, switches, process instrumentation, motors and related equipment.
- _____ 12 How well does operator control total water storage levels and pumping and plant production rates, in accordance with operational strategies developed by the Water Department.
- _____ 13 Sends samples to laboratory for analysis. Maintain appropriate records.
- _____ 14 Performs lab duties for water facilities which include: phosphates, Ph's, chlorine residual, fluoride, total coliform, hardness sodium, turbidity, in accordance with established procedures, and temperatures. Maintain appropriate records.
- _____ 15 Backflow Prevention Program monitoring and enforcement.
- _____ 16 Documents daily water deliveries.
- _____ 17 Performs or ensures plant & landscape maintenance duties within scope of ability, i.e. cleaning, maintenance, corrosion control; concrete repairs; scraping & painting; carpentry; plumbing; minor electrical repairs; floors; windows; mowing & trimming.
- _____ 18 Monitoring of three tanks including inspection, cleaning and maintenance of tanks; communicating to Village Administrator any problems not resolved by contracted inspection and maintenance of tanks
- _____ 19 Flush hydrants, set to grade. Assist in repairing leaks. Take samples from distribution lines. Adjust valves and appurtenances. Take final and new customer readings
- _____ 20 Maintenance of department vehicles - stock vehicles and schedule vehicle maintenance.
- _____ 21 Locates and repairs water mains.

Wastewater Operator Functions

- _____ 22 Understand, assist, and document wastewater collection, treatment, and disinfection.
- _____ 23 Understand, assist, and document equipment operations, maintenance, and repair. This includes clarifiers
- _____ 24 Understand, assist, and documents with sludge judges primary and final clarifiers daily.
- _____ 25 Understand, assist, documents with routine and preventative maintenance, clean filters, clarifiers, clean sand beds and baffles.
- _____ 26 Understand, assist, and documents operations involving sludge.
- _____ 27 Understand, assist, and documents operations involving dissolved oxygen levels at various locations in the facilities.
- _____ 28 Understand, assist, and documents wastewater collection systems including sewer laterals, mains, taps, grease interceptors, main cleaning and cleaning blockage, raises and lowers/repairs of manholes.
- _____ 29 Understand, assist, and documents the use of back-up generator.
- _____ 30 Understand, assist, and documents influent and effluent as required by the MPCA and adjust process controls accordingly.
- _____ 31 Understand, assist, and documents performs lab duties for water/wastewater facilities which include: BOD's, phosphates, total solids, total suspended solids, Ph's, ammonia, nitrates, chlorine residual, fluoride, fecal coliform, bacti's, and temperatures.
- _____ 32 Understand, assist and documents the inspection of lift stations for proper operation of motors and pump.

General Utility Functions

- 33 Ensures compliance with local, state & federal laws which include EPA guidelines, rules & regulation regarding water and wastewater treatment.
- 34 Attends safety meetings & follows safety precautions according to OSHA standards. As requested, serve as plant safety representative. Duties include evaluating safety-related equipment or procedures & making recommendations.
- 35 Maintaining Material Safety Data Sheets (MSDS) & inventories, monitoring adherence to departmental safety policies.
- 36 Wear Self Contained Breathing Apparatus (SCBA) as required for confined space entry.
- 37 Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, & work cooperatively & jointly to provide quality seamless customer service.
- 38 Maintains working relations with industrial & residential customers; receives & handles customer complaints & water service problems; monitors meter reading & billing activities & issues as it relates to water.
- 39 Makes recommendations to the Village Administrator or designee regarding departmental policies & procedures.
- 40 Attends staff meetings; attends & makes presentations to council meetings as required.
- 41 Attends seminars & training sessions.
- 42 May be called for service on irregular hours.
- 43 Carry a cell phone while on standby duty, which are a 7-day, 24 hour sewer & water department.
- 44 Responsible to ensure reading of water meters takes place
- 45 Establish & maintain a cooperative working relationship with those contacted in the course of work.
- 46 Prepares & maintains required records & reports.
- 47 Establish & maintain a cooperative working relationship with those contacted in the course of work.

Daily Operational Function

- 48 Performs general plumbing, masonry, electrical, and carpentry work.
- 49 Operates a variety of power construction and maintenance equipment used in the utility department.
- 50 Maintenance of department vehicles.
- 51 Call-out 24 hours per day; responds to emergency situations.

General Essential Functions

- 52 Provides positive customer services, external and internal.
- 53 Performs all duties in conformance with appropriate safety and security standards.
- 54 Maintain confidentiality in respect to all matters as governed by local Ordinance, State, and Federal Laws.
- 55 Flexibility in receiving and performing work assignments.
- 56 Works in a manner that emphasizes Continuing Quality Improvement.
- 57 Attend educational workshops or in-services, as needed.
- 58 Fosters an atmosphere of teamwork and collaboration by assisting co-workers and other departments as needed and directed.

OTHER DUTIES AND RESPONSIBILITIES

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

Total

The intent of this description is to provide a representative summary of the major duties and responsibilities performed by staff. Staff may be requested to perform job-related tasks other than those specifically presented in this description.

Ability and Interpersonal Communications:

INTERNAL: Ashville Staff, Finance Director, Village Administrator, Mayor, Council and other Elected or Appointed Personnel.

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

- Ability to communicate effectively verbally and in writing using Business English (reporting and recording).
- Ability to use independent judgment, common sense, and professionalism in the performance of tasks.
- Ability to communicate effectively with immediate supervisor, other department heads, council, mayor, coworkers, police personnel, and other village personnel and contractors.
- Ability to accurately record and deliver information and meet deadlines.
- Ability to maintain good public relations with village citizens by responding to resolve questions regarding work performed and other related matters.
- Ability to process accounts receivable and collections experience to discourage delinquent accounts.
- Ability to use computer software for data entry, using MS Office, and the ability to use emails according to Policies and Procedures.
- Ability to maintain confidentiality of restricted information
- Ability to work under stressful conditions, to respond immediately to crisis situations and to balance priorities within and between offices/departments
- Ability to persuade, convince, influence, and train others; ability to explain, demonstrate and clarify to others within well-established policies, procedures and standards.
- Assists coworkers and other departments as needed and directed

QUALIFICATIONS:

Minimum Qualifications:

- High school diploma or GED equivalent.
- Experience with bookkeeping, accounting, and general office skills.
- Computer knowledge is required with training for specific tax programs provided.
- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and measure data.

Special Requirements:

- A valid Ohio Driver's License
- CPR/First Aid certification or ability to acquire within six months.
- Tax preparation experience would be helpful but not required.

Knowledge Skills:

- Emphasis in courses involving business arithmetic, clerical procedures, business English, bookkeeping, and key punch operations.
- Ability to enter and verify data in the computer quickly and accurately.
- Ability to keep cash accounts and financial records, including accepting payments from the public.
- Communicate effectively verbally and in writing; understand and carry out both written and oral instructions. Ability to write and speak clearly, making complex issues seem simple
- Ability to learn budgetary process and existing policies and procedures
- Maintain good working relations with the general public; receive and respond to citizen and intra-governmental complaints and concerns.
- Knowledge of office safety practices and procedures.

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:

- Ability to operate a variety of automatic office machines including typewriter, calculator, copier, and computer, fax machine, telephone system, etc.
- May sit for extended periods of time when operating office equipment.
- Ability to lift or move objects up to 20 pounds
- Ability to deal effectively with stress.

Work Environment:

Ability to work effectively in an office environment

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.

By signing below you agree to a waiver of any cause of action against the Village of Ashville if not communicated within six (6) months of termination from Village of Ashville employment.

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

EMPLOYEE UNDERSTANDING AND AGREEMENT

Reviewed By:	Employee, Utility Laborer, Rian Kaut	Date:	
Signature			
I understand, and will perform, the duties and requirements specified in this job description.			
Supervisor Approval:	Chief of Wastewater, Operator, Adam Kehoe		
Signature		Date:	
Supervisor Approval:	Chief of Water, Operator, James Welsh		
Signature		Date:	
Administrative Concurrence:	Village Administrator, Franklin Christman	Date:	
Signature			
Review Approval:	Personnel Director, Brian Garvine	Date:	
Signature			
Last Updated By:	Village Administrator in collaboration with the Chief of Water and Wastewater	Date/Time:	2/1/2019 9:59 AM