

LEAD OPERATOR

WASTEWATER

GENERAL STATEMENT OF DUTIES

Responsible for the maintenance and production of the Water Environment Protection Facility.

The job description is intended merely to illustrate the duties that may be assigned to persons assigned this title. It should not be interpreted to describe all the duties that may be required of persons holding a position assigned this title or to limit the nature and extent of assignments a person may be given.

SUPERVISION RECEIVED

Works under the supervision of the Water Pollution Control Superintendent.

SUPERVISION EXERCISED

Supervises Wastewater Operators and Service Maintenance Workers and in the absence of the Water Pollution Control Superintendent, supervises the laboratory technicians and sewer collection operators.

Responsible for the safe actions of supervised employees and insuring the safe condition and performance of supervised tools, equipment and operations.

JOB DUTIES

- All duties of Operator.
- Plans, organize, direct, and perform operational and maintenance work related to plant operations,
- Assigns and supervise employees for the maintenance of grounds, buildings, and equipment.
- Maintains records of maintenance, repairs and time.
- Trains new employees and operators.
- Initiates purchase orders as required, including preparing inventories of treatment chemicals, maintenance and repair parts, janitorial supplies, safety equipment, and uniforms.
- Reports operational and maintenance problems, needs, and concerns to the Superintendent for required action.

- Supervises division in the absence of the Superintendent.
- Directs the sludge application program.
- Confer and communicate with the Ohio EPA, the federal EPA, and the Lorain County Health Department on questions regarding plant operations.
- Monitors toxic gases in the old city landfill.
- Insures operations are conducted in accordance with local, state, and federal law, standard operating procedures, accepted industry practice, and general or special instructions from the Division Superintendent or Department Head.
- Complies with all safety procedures, work rules, and regulations and directives established to prevent injury and/or to reduce hazards to themselves, fellow employees, municipal property, and the public.
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

High school diploma or equivalent. Five years related experience, two of which should have been in a supervisory position. Satisfactory completion of seminars, workshops, and training courses in operation, maintenance, and laboratory testing as required by regulatory agencies and the Water Pollution Control Superintendent.

Must be able to develop long term and short term work plans and to effectively supervise and motivate employees.

UNUSUAL OR SPECIAL WORKING CONDITIONS

May work rotating shift including weekends and holidays.

Responds to call-outs in times of emergency or other times of need.

LICENSES AND CERTIFICATES REQUIRED

- Valid Ohio Class B Commercial Driver's License with Tanker and Air Brake endorsement.
- Class III Wastewater Treatment Certification.
- Class II Laboratory Certification

Paygrade: OMEC Contract
F.L.S.A. Rating: Non-Exempt

Classification: Provisional
Civil Service Rating: Classified -
Non-competitive

Approved by Civil Service Commission December 13, 1995