



TRUMBULL COUNTY HUMAN RESOURCES DEPARTMENT

COMMISSIONERS

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JOB POSTING

DEPARTMENT: Sanitary Engineers

LOCATION: 842 Youngstown Kingsville Road
Vienna, OH 44473

POSITION: Operator In Charge – Water

SUPERVISOR: Ron Watson

HOURS OF WORK: Monday through Friday
8:00 a.m. to 4:00 p.m.

SALARY RANGE: 9

POSTING PERIOD: June 7, 2018 thru June 18, 2018

POSTING DESCRIPTION: See Attached

Current members of AFSCME, Local 2493, wishing to bid on this position are requested to submit their qualifications to the Human Resources Department.

Applicants without the required OEPA License will be considered for this position with the understanding they will be employed on an interim basis and have 1 year to pass the OEPA License Examination.

TRUMBULL COUNTY
Job Description

JOB TITLE: Operator in Charge-Water

PAY GRADE:	DEPARTMENT: Sanitary Engineer
EMPLOYEE NAME:	DIVISION:
SUPERVISOR:	

SUMMARY: Under general supervision, maintains operating conditions of water systems by cleaning, flushing and replacing machinery, performs laboratory analysis.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other related duties may be assigned.

- 40% Assist in the operation of water systems, observes meters, records readings, chlorine tanks, and all buildings.
- 20% Maintains operating conditions of machinery (e.g., pull, repair, replace and install pumps, blowers, motors, etc.); troubleshoots electrical and plumbing systems. Maintains water distribution systems (e.g. replace or repair broken mains, etc.). On call 24 hours.
- 15% Performs routine laboratory analysis on water; makes all necessary adjustments to treatment process.
- 15% Fills out timesheets, log reports, daily readings, records of repairs needed and other reports required (e.g., EPA, state, federal, Sanitary Engineer, etc.).
- 10% Assists Chief Operator-Water as needed; acts in behalf of Chief Operator-Water in his absence; performs water-related programs as required by the OEPA and the test department.

SUPERVISORY RESPONSIBILITIES: Manages "1" subordinate operator in Water Operations. Is responsible for the overall direction, coordination, and evaluation of this unit.

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; disciplining employees; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: High school diploma or general education degree (GED), with three to five years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-

one situations and to customers, contractors, consultants, engineers and other employees of the organization.

MATHEMATICAL SKILLS: Ability to apply engineering, mathematical equation and engineering principals with regard to the sanitary and/or civil engineering field.

REASONING ABILITY: Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to adapt to differentiating field operations and situations using knowledge and experience when attempting to maintain utility service.

CERTIFICATE, LICENSES, REGISTRATIONS: Must possess a Class I Water Distribution license, issued by the State of Ohio EPA and a valid motor vehicle operator's license.

OTHER KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of water treatment operations, state, federal rules and regulations covering water treatment processes. Knowledge of and ability to identify existing or potential machine malfunctions. Knowledge of water standard tests for water analysis.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to taste or smell.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works near moving mechanical parts and in outside weather conditions. The employee occasionally works in high, precarious places and is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually moderate.