

## VILLAGE OF SOUTH LEBANON

An Equal Opportunity Employer

### POSITION DESCRIPTION

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<b>Dept./Division:</b>	Public Works/Water-Wastewater	<b>Employee Name:</b>	
<b>Position Title:</b>	Lead Operator	<b>Employment Status:</b>	Full-time
<b>Reports To:</b>	Assistant & Village Administrator	<b>FLSA Status:</b>	Non-exempt

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**MINIMUM QUALIFICATIONS FOR EMPLOYMENT:** An example of acceptable qualifications: Completion of secondary education or equivalent (high school diploma or GED) and seven (7) years of recent documented work experience and/or training in water and/or water or wastewater collection/distribution system, of which at least one (1) year experience in supervising activities of others; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

#### **LICENSURE OR CERTIFICATION REQUIREMENTS:**

Must possess a valid State of Ohio driver's license and must remain insurable under the Village's vehicle insurance plan. Must possess an Ohio Environmental Protection Agency (OEPA) Class I Water Supply, Water Distribution, and/or Wastewater Collection Operator Certification.

**EQUIPMENT OPERATED:** The following are examples only and are not intended to be all inclusive.

Computer, copier, fax, telephone, scanner, and other standard modern/business office equipment; two-way radios; digital cameras; high-power flashlights; GPS devices; automobiles or light trucks or sport utility vehicles; digital multi-meters; RF meters; automatic meter reading systems; multipurpose screwdrivers, slip or groove joint pliers, nut wrenches hand and other miscellaneous hand/or power tools; water consumption meters, water pumps; backhoe, dump truck, skid loader, front end loader, light and heavy motorized equipment, shoring equipment, asphalt paver, generators, street sweeper, air compressor and other Public Works maintenance equipment, tools, and accessories.

#### **INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:**

Employee ascends and/or descends ladders, stairs, or scaffolds; has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); works on and around powered platforms and/or vehicle mounted platforms (e.g., manlifts, fire trucks); is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas; is exposed to possible injury from extremely noisy conditions above 85db (e.g., loud sirens, screaming people, building alarms, etc.); is exposed to possible injury from hazardous gases, chemicals, flammables, air contaminants, hazardous waste, unclean or unsanitary conditions, electrical shock; exposed to possible injury from radiation; exposed to possible injury from explosions; is exposed to possible injury as a result of falling from high places; works in or around crowds; has contact with potentially violent or emotionally distraught persons or vicious animals or life threatening situations; has exposure to fire, hot, cold, wet, humid, or windy weather conditions; exposure to extreme non-weather related heat or cold; exposure to shaking objects or surfaces; exposure to second-hand smoke; exposure to hazardous driving conditions; works, first, second or third shift; is periodically exposed to blood and other bodily fluids, as well as other potentially infectious materials; uses eye and face protection for potential exposure to flying objects, respiratory protection for potential exposure to airborne contaminants, head protection for potential impacts of objects to the head, and occupational foot protection for potential impacts of objects to the feet; participants in medical and first aid activities; Exerting 50 to 100 pounds of force occasionally, and/or 25 to 50 pounds of force frequently, and/or 10

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to 20 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for Medium Work.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered Heavy work.

In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

### **JOB DESCRIPTION AND WORKER CHARACTERISTICS:**

JOB DUTIES in order of importance

#### **ESSENTIAL FUNCTIONS OF THE POSITION:** For purposes of 42 USC 12101:

- 50% (1) Inspects treatment plant, or similar operations, processes to ensure the proper and efficient operation of all equipment (e.g., reads gauges and meters, records data, changes charts, etc.); operates and monitors treatment plant and related facilities in accordance with established operating procedures; takes samples, performs laboratory tests on wastewater, and monitors chemical feeds; maintains test results and maintenance records for EPA compliance; observes meters, gauges, and dials and records readings; regulates chemical feeds, starts and stops pumps, motors, and equipment; draws samples and performs chemical, bacteria, and/or biological testing and analysis; prepares samples and chain of custody form for outside laboratory testing; performs wastewater collection system and storm sewer construction, maintenance, and repair assignment; performs water distribution system construction, maintenance and repair assignment; draws samples and performs chemical, bacteria, and /or other biological testing and analysis.
- 20% (2) Maintains equipment (e.g., lubricates moving parts, adjusts and changes packing, cleans bar screens, cleans and replaces filters, etc.); makes minor repairs and reports major mechanical repairs to appropriate personnel; performs routine building and maintenance tasks (e.g., mows grass, cleans and unclogs drains, sweeps and mops floors, picks up refuse, disposes of trash, etc.); inspects plant to ensure the plant and equipment continuously operates in accordance with established standards; adjusts valves and regulates equipment to maintain maximum efficiency; services and performs preventative maintenance (e.g., cleans and adjusts equipment).
- 15% (3) Prepares daily and monthly reports for the treatment facility; prepares and maintains records related to plant operation and activities (e.g., addition of chemicals, gallons processed; test results, etc.).
- 10% (4) Performs and supervise a variety of skilled tasks in order to monitor and maintain sewer and water systems; lays sewer and pipe lines; reads sewer and water meters; replaces, repairs or rebuilds inoperable meters; repairs service leaks; works on emergency issues such as water main breaks, sewer backup, etc.; disconnects meter service for delinquent accounts; obtains and records meter readings for meter service transfers; test water meters for accuracy; programs

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Date Adopted:

Developed by:

Date Revised:

Clemans, Nelson & Associates, Inc.

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electronic radio meters; program water meter electronic encoders; inspects new water and sewer service installations.

(5) Attends meetings and serves on committees, as directed; attends training and seminars, as directed.

(6) Maintains required licenses and/or certificates.

(7) Demonstrates regular and predictable attendance; may be required to work extra hours, evening hours, weekends and/or holidays as necessary; due to the nature of the job, when scheduled for on-call assignment, must be available to return to work after normal work hours or on weekends and/or holidays when called to do so, to handle emergency maintenance and/or safety issues that arise.

(8) Meets all job safety requirements and all OSHA safety standards that pertain to essential functions.

### OTHER DUTIES AND RESPONSIBILITIES:

5% Performs other duties as assigned.

### MINIMUM ACCEPTABLE CHARACTERISTICS: (\* indicates developed after employment)

**Knowledge of:** Village goals and objectives;\* Village policies and procedures;\* safety practices and procedures; two-way radio operations; water distribution systems, construction, and repair; sewer construction, maintenance, and repair; utility construction, maintenance, and repair; proper lifting techniques; custodial methods and techniques; English Grammar and spelling.

**Skill in:** computer operation; data entry; use of modern office equipment; computer programs (e.g., Microsoft Office); motor vehicle operation; mechanics; use of bench and/or hand tools; use of mechanics' tools and equipment.

**Ability to:** carry out instructions in written, oral, or picture form; recognize unusual or threatening conditions and take appropriate action; read, copy, and record figures accurately; perform basic addition and subtraction; complete routine forms; prepare accurate documentation; respond to routine inquiries from public and/or officials; communicate effectively; recognize safety warnings; maintain records according to established procedures; cooperate with co-workers on group tasks; develop and maintain effective working relationships; travel to and gain access to worksite; perform heavy manual labor.

### POSITIONS DIRECTLY SUPERVISED:

Water and Wastewater Operators, Maintenance Worker – Water/Wastewater.

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**Employee Name:**

**Position Title:**

Lead Operator

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed my position description, and that I understand the contents of the position description. I agree to abide by the requirements set forth. I understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these activities.

\_\_\_\_\_  
(Approval of Appointing Authority or Designee)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
(Date)

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