

CITY OF LONDON

An Equal Opportunity Employer

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POSITION DESCRIPTION

Employee Name:		Position Title:	Assistant Plant Operator
Class Number:		Class Title:	Assistant Plant Operator
Dept./Div.:	Wastewater Department	Employment Status:	Full-time
Reports to:	Plant Operator Wastewater Superintendent	FLSA Status:	Non-exempt
Normal Hours:	Varies	EEO Status:	07 – Skilled Craft Workers
Civil Service Status:	BU (AFSCME)		

QUALIFICATIONS: An example of acceptable qualifications:

Completion of secondary education or equivalent (high school diploma or GED); previous experience and/or training working around machinery is required; or any equivalent combination of education, training, and/or experience provides the desired knowledge, skills, and abilities to perform the essential functions of this position; ability to successfully pass required checks and tests (drug screening).

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid State of Ohio driver's license; must maintain insurability under the City's vehicle insurance policy; must be certified as an OEPA Wastewater Operator or must obtain certification within 24 months of date of hire; must complete continuing education courses as required; must possess a valid Class B CDL with Tanker Endorsement from the State of Ohio or must obtain license within six (6) months after date of hire.

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

Laboratory equipment; computer, copier, fax, telephone, scanner, and other standard modern/business office equipment; cell phone; pumps, generators, pickup truck, front-end loader, backhoe, tractor, dump truck, mower, skid loader, bucket truck, weed trimmer, cutoff saw, chain pipe snapper, and other hand and power tools.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

Employee works in the vicinity of floor or wall openings, elevated platforms, and/or runways; ascends and/or descends ladders, stairs, or scaffolds; works in a confined space; works in an area in which the means of egress is or can be obstructed; has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); 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 caused by blowers, backwashing filters, engines, etc.; is exposed to possible injury from hazardous gases, chemicals, flammables, air contaminants, hazardous waste, unclean or unsanitary conditions, electrical shock; exposed to possibly injury as a result of working with moving mechanical parts of equipment or machines; 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 hazardous driving conditions; exerts 20 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently; occasionally lifts objects 50 pounds or less; occasionally carries objects 50 pounds or less; occasionally pushes objects 50 pounds or less; occasionally pulls objects 50 pounds or less.

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

Developed by:

Date Adopted:

Clemans, Nelson & Associates, Inc.

Date Revised:

Dublin, Ohio 43017

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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:

(1) Assists in the operation and maintenance of the wastewater treatment plant, sewage collection system, and appurtenances; inspects facility on scheduled basis to ensure proper operation of plant and equipment (e.g., takes and records equipment readings, operates pumps, motors, metering equipment, etc.); controls solids and sludge; controls transfer of sewage from settling tanks to digester; skims grease from settling tanks; pumps sludge; cleans grit channels; maintains records reflecting tests performed, adjustments made, readings, problems encountered, and other related data; operates computer to assemble and analyze data; prepares plan evaluations and other reports as required.

(2) Collects samples, observes meters, gauges, and dials, and records readings; operates laboratory and performs analysis by running various tests to analyze wastewater content; prepares samples for outside laboratory testing; cleans and maintains glassware and other laboratory equipment; records results on laboratory chart; prepares and submits daily records of plant operation; assists in the maintenance of plant records; makes independent judgments and makes adjustments to plant operations as dictated by regulatory requirements.

(3) Inspects equipment to ensure proper operating condition and notifies proper authority of major repair needs; answers, records messages, and refers inquiries on telecommunication equipment to appropriate personnel; makes minor repairs to pumps, motors, and equipment; cleans and adjusts filters and performs other routine preventive maintenance tasks; checks lift stations for proper operating condition; maintains and makes repairs as necessary; performs routine mechanical and electrical work involved with the maintenance, repair, and installation of pumps, motors, feeders, and other related equipment; performs maintenance on equipment and facility (e.g., paints equipment, oils and lubricates machinery, mows grass, performs landscaping and cement work, shovels snow, loads and stores shipments of chemicals); installs, maintains, and repairs sanitary sewer lines, storm sewer lines, deep wells, water tanks, and catch basins; operates medium and light equipment to check lift stations, haul sludge, plow snow, and to maintain and repair buildings, facilities, and grounds; ensures equipment is properly maintained.

(4) Performs daily grounds keeping tasks throughout plant and sewage lift station (e.g., sweeps and/or mops floor, cleans equipment and furniture, cleans spills, etc.).

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- (5) Attends meetings and serves on committees, as directed; attends training and seminars, as directed.
- (6) Maintains required licensure and certifications, if any.
- (7) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- (8) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

- (9) Performs other duties as assigned or directed.

MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

Knowledge of: basic accounting; chemistry; biology; plumbing basics; electrical basics; two-way radio operations; City goals and objectives; * City policies and procedures; * wastewater treatment plant operating procedures; wastewater treatment regulations; heavy and medium duty equipment maintenance and repair; construction, maintenance, and repair; mechanical maintenance procedures; sewer construction maintenance and repair; supervisory principles and practices; English grammar and spelling.

Skill in: word processing; computer operation; computer programs (e.g., Microsoft Office, GIS Mapping, Complaint Tracking, Sanitary and Storm Sewer Collection System); adding machine or calculator operation; motor vehicle operation; use of modern office equipment; pipe fitting; use of bench and/or hand tools; use of mechanics' tools and equipment.

Ability to: read, copy, and records figures accurately; carry out instructions in written, oral, or picture form; deal with variety of variables within somewhat unfamiliar context; deal with many variables and determine specific action; recognize unusual or threatening conditions and take appropriate action; apply management principles to solve agency problems; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; add, subtract, multiply, and divide whole numbers; calculate fractions, decimals, and percentages; copy records precisely without error; prepare accurate documentation; communicate effectively; respond to routine inquiries from public and/or officials; train or instruct others; gather, collate, and classify information; maintain records according to established procedures; understand technical manuals and/or verbal instructions; understand a variety of written and/or verbal communications; handle sensitive inquiries from contacts and with officials and general public; resolve complaints; develop and maintain effective working relationships; travel to and gain access to worksite.

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POSITIONS DIRECTLY SUPERVISED:

None.

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 and understand and agree with the contents of this position description.

(Signature of Appointing Authority)

(Date)

(Signature of Employee)

(Date)