

## **JOB DESCRIPTION**

### **City of Hillsboro**

An Equal Opportunity Employer

**Title:** Wastewater Treatment Plant Operator

**Reports To:** Wastewater Treatment Plant Superintendent

**Employee Status:** Full-time

**FLSA Status:** Non-exempt

---

### **QUALIFICATIONS:**

1. High school diploma or general education degree (GED).
2. Experience with water/wastewater systems. (Preferred, but not required)
3. Valid Ohio Driver's License.
4. Obtain a valid class I wastewater certificate within 2 years from hire date.

### **GENERAL DESCRIPTION:**

Under direction, inspects wastewater treatment plant processes to ensure proper and efficient operation of all equipment; determines wastewater treatment process using laboratory data and meter and gauge readings.

### **ESSENTIAL FUNCTIONS:**

1. Inspects treatment plant processes to ensure the proper and efficient operation of all equipment (e.g., reads gauges and meters, monitors control panels, records data, changes charts, etc.).
2. Takes samples, performs laboratory tests on wastewater, mixes any chemicals required for treatment, and monitors chemical feeds.
3. Maintains equipment (e.g., lubricates moving parts, adjusts and changes packing, cleans bar screens, cleans and replaces filters, etc.); makes minor equipment repairs and reports major mechanical repairs to appropriate personnel.
4. Determines the wastewater treatment process using lab data and meter and gauge readings.
5. Operates equipment (e.g.; valves, pumps, engines, generators, etc.).
6. Inspects and services mechanical and electrical control systems (e.g., timers, level controllers, etc.).

7. Drives loads, and unloads sludge trucks and other equipment.
8. Performs routine building and ground maintenance tasks (e.g., mows grass, cleans and unclogs drains, removes snow, ice, and ponded water, sweeps and mops floors, picks up refuse, disposes of trash, etc.).
9. Performs process control calculations and maintains operating parameters within a set range.
10. Maintains test results and records (e.g., operational, maintenance, shift logs, meter readings, etc.) for EPA compliance.
11. Prepares daily and monthly operational reports for the treatment facility, regulatory agency forms, discharge reports, staff reports. Basic Computer skills required.
12. Lifts up to seventy-five (75) pounds and moves a distance of twenty (20) yards.
13. Follows all department safety and health policies and procedures.
14. On call twenty-four (24) hours a day, seven (7) days a week.
15. Maintains required licenses and/or certificates.
16. Demonstrates regular and predictable attendance.
17. If unable to attend work, must call in at least a half (1/2) hour prior to start time.

#### **OTHER DUTIES AND RESPONSIBILITIES:**

1. Attends workshops or seminars related to duties performed.
2. Performs other duties as assigned by supervisor.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of :** City policies and procedures; department goals and objectives; safety practices and procedures; wastewater treatment plant operation procedures; wastewater treatment regulations; laboratory equipment and supplies; equipment, chemicals, and other materials used in custodial services; public relations; lab procedures; workplace safety.

**Skill in:** operation of wastewater laboratory equipment.

Ability to: carry out simple instructions; deal with problems involving few variables within familiar context; recognize unusual or threatening conditions and take appropriate action; exercise independent judgment; complete routine forms; prepare accurate documentation; compile and prepare reports; communicate effectively; maintain records according to established procedures; perform manual labor for extended period of time in often adverse conditions; travel to gain access to work site; lift 75 pounds and move 20 yards.

**EQUIPMENT OPERATED:**

Front-end loader, spreader truck, mowers, tractors and utility vehicle.

**PHYSICALLY DEMANDING AND HAZARDOUS WORKING CONDITIONS  
INHERENT IN THIS JOB DESCRIPTION:**

The employee must negotiate, use or work with or in the vicinity of:

1. Floor openings and holes; platforms and runways.
2. Fixed industrial stairs.
3. Portable ladders.
4. Fixed ladders.
5. Compressed gases (chlorine), in emergency cases.
6. Oxygen.
7. Flammable and combustible liquids.
8. Storage and handling of liquefied petroleum gas.
9. Hazardous waste operations involving emergency response operations for release of or threats of release of hazardous substances.
10. General requirements for use, care and limitations of personal protective equipment.
11. Eye and face protection due to potential exposure to flying objects, impact and other hazards.
12. Respiratory protection due to potential exposure to airborne contaminants.
13. Occupational head protection due to potential impact to the head from objects, electricity, and other hazards (required only when hazards are present or likely to present).
14. Hand Protection.
15. Permit-required and non-permit-required spaces.
16. Medical and First Aid.
17. Portable Fire Extinguishers.
18. Handling of material and supplies. (Includes mechanical handling equipment, the manner in which things are stored, and housekeeping.)
19. Powered industrial truck.
20. Sling.
21. General requirement for safe use of tools and guarding.
22. Woodworking equipment.
23. Abrasive wheels.
24. Hand and portable tools.
25. Guarding on portable power tools.
26. Jack Stands.
27. Oxygen-fuel gas welding and cutting.
28. Arc welding and cutting.
29. Air contaminants.
30. Human blood or other potentially infectious materials.
31. Hazardous chemicals.
32. Construction-type material handling equipment.



## **GENERAL DUTY: SAFETY AND HEALTHFUL WORKPLACE**

The employee:

1. Uses or works in proximity to the use of firearms.
2. Has contact with potentially violent or emotionally distraught persons.
3. Has exposure to hot, cold, wet, humid or windy weather conditions.
4. Has exposure to hazardous driving conditions.
5. May have to work alternate shifts.
6. Required to receive a series of three Hepatitis B shots.

## **PERFORMANCE EVALUATION:**

Per the City of Hillsboro's policy manual.

## **JOB DESCRIPTION**

City of Hillsboro  
An Equal Opportunity Employer

---

This job description in no matter states or implies that these are the only duties and responsibilities to be performed by the incumbent who will be required to follow other instruction and perform any duties required by the position's supervisor, Safety Service Director, or Mayor.

---

Approved by Mayor of Safety Service Director

---

Date

I understand, and will perform to the best of my ability, the job duties and requirements specified in this job description.

---

Employee's Signature

---

Date