

**City of Shelby, Ohio  
Job Description**

**Job Title:** Waste Water Operator Class I  
**Department:** Shelby Waste Water Treatment Plant  
**Reports To:** Superintendent  
**FLSA Status:** Covered  
**Prepared By:** je, pj  
**Prepared Date:** November 17, 2016

**SUMMARY**

Responsible for the operation of equipment in a waste water treatment plant; performs other related tasks as required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include but are not limited to the following. Other duties may be assigned.

Responsible for all operations of the Waste Water Treatment Plant. Turns valves, pushes switches, collects samples, lubricates equipment, reads gauges, and records data. Maintains equipment and plant area by painting, weeding, gardening, repairing and replacing. Inspects records, observes conditions to note changes, and makes calculations to determine that the plant is working effectively. When necessary, assists others or performs a wide range of related work as required or directed. Has the responsibility of performing lab testing. Must have computer skills to prepare and submit electronic EPA reports. Stay current with all accepted regulations from State and US EPA. Knowledge of the hazards of this type of work and the safety precautions to avoid such hazards.

**SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

**QUALIFICATIONS** 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); or one to three months 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 and small group situations to customers, clients, and other employees of the organization.

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

**REASONING ABILITY**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Possession of a valid State of Ohio motor vehicle operator's license. Possession of an Ohio EPA Class I Wastewater License.

**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; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must frequently 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 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 is frequently exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat; risk of electrical shock; explosives; risk of radiation; and vibration. The noise level in the work environment is usually moderate.