

City of Shelby, Ohio

JOB DESCRIPTION

Job Title: Operator Trainee

Department: Waste Water Treatment Plant

Reports To: Superintendent, Chief Operator

Classification Status: Classified

Employment Status: Full-Time

Operation Hrs: All Shifts, Weekends, and Holidays (per operational schedule)

FLSA Status: Non-Exempt

Adopted Date: 3/4/2019

POSITION SUMMARY Under immediate supervision, is responsible for learning to operate the equipment in a Waste Water Treatment Plant; performs other related tasks as required. Regular and predictable attendance.

ESSENTIAL FUNCTIONS OF THE POSITION

70% - Under immediate supervision is responsible for learning all operations of the Waste Water Treatment Plant. Turns valves, pushes switches, collects samples, lubricates equipment, reads gauges, and records data. Operates and maintains equipment throughout the plant. Has the responsibility of learning to perform lab tests. Learns the hazards of this type of work and the safety precautions to avoid such hazards.

15% - Performs housekeeping standards by maintaining the area by painting, weeding, gardening, lawn maintenance, mowing, repairing and replacing broken or worn equipment.

10% - Inspects records, observes conditions to note changes, and makes calculations to determine that the plant is working effectively. Assists other Operators and performs a wide range of related work as required or directed.

5% - Must have computer skills to prepare and submit electronic EPA reports. Learns applicable regulations from State of Ohio EPA and US EPA.

NON-ESSENTIAL FUNCTIONS OF THE POSITION This job description in no manner states or implies that these are only duties and responsibilities to be performed by this position. Percentage of duties and responsibilities can change by availability of work. Other duties may be assigned.

SUPERVISORY RESPONSIBILITIES This job has no supervisory responsibility.

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.

CERTIFICATES, LICENSES Possession of a valid State of Ohio motor vehicle operator's license. Shall obtain an Ohio EPA Class I Waste Water License within two years of employment. Retention of such certificates and licenses are a condition of continued employment.

EDUCATION and/or EXPERIENCE License, or Certificate, or Degree in related field(s) or one to three months related experience and/or training in the related fields; or equivalent combination of education and experience. High School diploma or G.E.D. is required.

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. While performing the duties of this job, the employee is occasionally 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 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 ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

In accordance with US Department of Labor physical demands strength rating, this is considered medium work.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally 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.

LANGUAGE SKILLS Ability to read and interpret documents such as blue prints, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

REASONING ABILITY Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

My signature below signifies that I have reviewed and understand the contents of my job description.

Operator, Trainee

Date

APPROVED:

Steven J Schag

3-4-19

Mayor

Date

Developed By: je/cb