



December 13, 2007

FOR IMMEDIATE RELEASE:
SUBJECT: Job Posting

WASTEWATER TREATMENT PLANT OPERATOR

CITY OF BOWLING GREEN, OHIO

(PAY GRADE 5: \$15.79 – \$21.97 per Hour)

(OEPA Class III Wastewater Treatment Certification – Pay Grade 6: \$16.58 – \$23.06 per hour)

Hourly position responsible for oversight of the operation of the City's wastewater plant, ensuring effluent quality and proper/efficient plant operation. Oversees plant operations; checks equipment; performs lab tests; monitors plant via computer and plant walk through rounds; performs maintenance duties; operates trucks and other equipment; removes Biosolids (hauls sludge); collects samples; attends training; prepares and maintains documentation; performs custodial tasks; performs other related duties as assigned. Work performed both indoors and outdoors; typically works alone; has irregular activity schedules; must be available to work shift work, weekends, and holidays. High school diploma or equivalent; State of Ohio Class I, II, or III Wastewater Treatment Certification preferred; Commercial Driver's Class A License with tanker endorsement or must be able to obtain within 6 months of hire; 3 - 5 years of relevant experience preferred. Excellent fringe benefits. Residency requirement. Interested persons must complete an application that is available in the City of Bowling Green's Personnel Department, 304 North Church Street, Bowling Green, OH 43402-2399. The application is also on-line at: www.bgohio.org. Resumés may be included, but will not substitute for a completed application. Telephone: (419)354-6200 e-mail: BGPersonnel@bgohio.org Office hours: M – F 8:00 a.m. – 4:30 p.m. Copy of the job description will be provided to applicants. **Deadline for making application: 4:30 p.m. December 24, 2007.** AA/EEO

Barbara A. Ford
Personnel Director

bf

pc: file

POSITION TITLE: WWTP OPERATOR
DEPARTMENT: PUBLIC UTILITIES
DIVISION: WATER POLLUTION CONTROL

**CITY OF
BOWLING GREEN**

REPORTING RELATIONSHIPS

Chief Operator, WWTP

POSITION REPORTS TO

DIRECT REPORTS BY TITLE:

None

DIRECT: 0

INDIRECT: 0

POSITION FUNCTION

This position is responsible for oversight of the operation of the City's wastewater plant, ensuring effluent quality and proper/efficient plant operation.

JOB RESPONSIBILITIES

Oversees plant operations

Checks all treatment equipment

Performs lab tests

Monitors the plant via computer and plant walk through rounds

Logs all changes made and problems encountered, and communicates those changes with the next shift operator(s)

Performs maintenance duties

Operates trucks and other equipment including semi-tractor & trailers, loaders, backhoes, forklifts, mowers, dump trucks, tractors and application vehicles

Removes Biosolids (Hauls sludge)

Collects samples

Attends workshops and training programs

Prepares and maintains records, reports and other documentation

Performs custodial tasks

Adjusts valves, gates and other equipment in response to flow levels

Performs other related duties as assigned

PHYSICAL REQUIREMENTS

Job requires incumbent to stand, walk, talk/hear, use hands to finger/handle/feel, reach with hands/arms, and lift up to 80 pounds. Oversees plant operations

REQUIRED SKILL SETS	
<p><i>Occupational/Technical Skills</i></p> <ul style="list-style-type: none"> Ability to use selected job-specific hardware and software Ability to operate selected laboratory equipment Knowledge of wastewater, hydraulics and biology Knowledge of potentially hazardous chemicals used in treatment processes Ability to monitor lift station status on computer and pen charts Ability to operate dump trucks, back hoes, overhead cranes, sludge applicator and load lugger Must maintain a valid Commercial Driver's License (Class A with a tanker endorsement) and have the ability to drive <p><i>Administrative Skills</i></p> <ul style="list-style-type: none"> Ability to analyze and resolve situations and problems Ability to organize work, set priorities and work safely with a minimum of direction Ability to use techniques of effective time management Ability to handle multiple priorities and projects Ability to keep clear and accurate records and reports Ability to use a computer terminal to accurately and rapidly enter and retrieve data and information <p><i>Cognitive Skills</i></p> <ul style="list-style-type: none"> Ability to deal with a variety of concrete variables in situations where only limited standardization exists Ability to interpret a variety of technical information with abstract and/or concrete variables Ability to identify problems, recognizing symptoms, causes and alternative solutions Ability to make timely, sound decisions 	<ul style="list-style-type: none"> Ability to interpret a variety of instructions in written, oral, diagram or schedule form Ability to interpret documents such as safety rules, operations and maintenance instructions, and procedure manuals Ability to interpret professional periodicals and journals, technical procedures, and government regulations Ability to perform standard business arithmetic, including percentages and decimals Ability to draw accurate conclusions from numerical material Ability to develop original, unusual, successful approaches Ability to process or generate information without either overlooking important items or getting enmeshed in technicalities <p><i>Communications Skills</i></p> <ul style="list-style-type: none"> Ability to let people know of decisions, changes, and other relevant information in a timely fashion Ability to speak effectively one-to-one Ability to demonstrate attention to and convey understanding of the comments or questions of others Ability to prepare clear and concise reports, correspondence and other written materials <p><i>Interpersonal Skills</i></p> <ul style="list-style-type: none"> Ability to use tact and discretion Ability to develop and maintain smooth, cooperative working relationships with peers, subordinates, and superiors Ability to deal courteously and diplomatically with the general public Ability to arrive at constructive solutions while maintaining positive working relationships <p><i>Leadership Skills</i></p> <ul style="list-style-type: none"> Ability to clearly assign responsibilities and tasks to others Ability to instruct and train staff

DESCRIPTION OF WORKING CONDITIONS

Work is performed both indoors and outdoors; incumbents typically work alone and have irregular activity schedules; the environment contains moving objects, mechanical and biological hazards.

EXPERIENCE AND/OR EDUCATIONAL REQUIREMENTS

High school diploma or equivalent; State of Ohio Class I, II, or III Wastewater Treatment Certification preferred; Commercial Driver's Class A License with tanker endorsement; three to five years of relevant experience; or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job.

The requirements listed 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. This Position Description is intended to identify and illustrate the kinds of duties that may be assigned to its incumbents. It should not be interpreted as describing all of the duties that may ever be required of such an employee, or be used to limit the nature and extent of assignments such individuals may be given.

Completed by Resource Management Strategies, Inc. (RMS) on July 3, 1999. This position Description is based on a Position Analysis Questionnaire (PAQ) completed by the incumbent.