

**STATE OF OHIO (DAS)
CLASSIFICATION
SPECIFICATION**

<u>CLASSIFICATION SERIES:</u> Treatment Plant	<u>SERIES NO.:</u> 5461
<u>MAJOR AGENCIES:</u> Department of Developmental Disabilities, Natural Resources, Rehabilitation & Correction, Transportation, Youth Services	<u>EFFECTIVE DATE:</u> 07/03/2011

SERIES PURPOSE:

The purpose of the treatment plant occupation is to insure water &/or sewage treatment facilities are operating correctly for the safety of inmates, residents, consumers, employees &/or general public.

At the lowest levels, incumbents assist in &/or receive training in or operate & maintain water &/or wastewater treatment plants.

At the middle levels, incumbents coordinate or supervise lower-level operators &/or inmates in operation & maintenance of water &/or wastewater treatment plants.

At the highest level, incumbents assist in or manage operation & maintenance program for all water &/or wastewater treatment plants of agency on statewide basis; or in Ohio Dept of Natural Resources, Division of Engineering only, act as technical specialist to provide direction & technical assistance in operation, compliance, maintenance & rehabilitation of statewide, Natural Resources owned water & wastewater treatment plants; or in Department of Rehabilitation & Correction, manage operation & maintenance program for large water treatment & wastewater treatment plants for institution employed plus neighboring institutions & surrounding community & supervise & train treatment plant staff.

Job duty, knowledge, skill, and ability statements at a lower-level are understood to be able to be performed at any higher level.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>PAY RANGE</u>	<u>EFFECTIVE</u>
Treatment Plant Aide	54610	06	01/09/2005

CLASS CONCEPT:

The developmental level class works under immediate supervision & requires working knowledge of state & federal guidelines regarding water &/or sewage treatment plant operations in order to assist in operation & maintenance of water &/or sewage treatment plant & equipment.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>PAY RANGE</u>	<u>EFFECTIVE</u>
Treatment Plant Operator In Training	54611	06	07/03/2011

CLASS CONCEPT:

The developmental level class works under close supervision & requires working knowledge of state & federal guidelines regarding water &/or sewage treatment plant operations in order to receive training & assist in operation & maintenance of water &/or sewage treatment plants. Incumbents in this class must secure certificate of class at least equal to that required by water system &/or wastewater works classification pursuant to Rule 3745-7-02, Environmental Protection Agency.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>PAY RANGE</u>	<u>EFFECTIVE</u>
Treatment Plant Operator	54612	08	07/03/2011

CLASS CONCEPT:

The full performance level class works under direction & requires considerable knowledge of state & federal guidelines regarding water &/or wastewater treatment plant operations in order to operate & maintain water &/or wastewater treatment plant & equipment.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>PAY RANGE</u>	<u>EFFECTIVE</u>
Treatment Plant Coordinator 1	54613	09	07/03/2011

CLASS CONCEPT:

The first advanced level class works under direction & requires thorough knowledge of state & federal guidelines regarding water &/or wastewater treatment plant operations in order to monitor activities of lower-level treatment plant

operators &/or inmates in operation & maintenance of water &/or wastewater treatment plants.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>PAY RANGE</u>	<u>EFFECTIVE</u>
Treatment Plant Coordinator 2	54614	31	07/03/2011

CLASS CONCEPT:

The second advanced level class works under general direction & requires advanced level knowledge of state & federal guidelines regarding water &/or sewage treatment plant operations in order to assist treatment plant operations manager by coordinating operation & maintenance of mechanical & electrical equipment, training staff, inspection facilities & coordinating purchase of chemicals & parts at all water &/or sewage treatment plants of agency on statewide basis.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>PAY RANGE</u>	<u>EFFECTIVE</u>
Treatment Plant Supervisor	54615	10	06/05/2011

CLASS CONCEPT:

The supervisory level class works under general direction & requires thorough knowledge of state & federal guidelines regarding water &/or wastewater treatment plant operations in order to supervise staff (i.e., at least 1 must be classified as treatment plant coordinator, operator or aide) & monitor operations of water &/or wastewater treatment plant.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>PAY RANGE</u>	<u>EFFECTIVE</u>
Treatment Plant Operations Manager	54616	12	06/05/2011

CLASS CONCEPT:

The managerial level class works under administrative direction & requires advanced level knowledge of state & federal guidelines regarding water &/or sewage treatment plant operations in order to manage & monitor operation & maintenance of water & sewage treatment plants, sewage lift stations, swimming pools, collection distribution systems & equipment, develop, manage & oversee preventive maintenance program & train plant personnel for all facilities of agency on statewide basis; or in Department of Rehabilitation & Correction, manage operation & maintenance program for large water treatment & waste water treatment plants for institution where employed plus neighboring institutions & surrounding community & supervise & train treatment plant staff; or in Ohio Department of Natural Resources, Division of Engineering only, act as technical specialist to provide direction & technical assistance in operation, compliance, maintenance & rehabilitation of statewide, Natural Resources owned water & waster water treatment plants

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Treatment Plant Aide	54610	06	01/09/2005	06

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Assists in operation of water &/or sewage treatment plant (e.g., regeneration of softners, setting blow down controls, adjusting air & raw water flow, maintaining lagoons & reads water meters; cleans & hoses down slatts, weirs, tanks, comminutors, trickling filters, rapid sand filters; checks chlorine; cleans plugged skimmer & return lines; pulls & cleans pumps; scrapes hoppers; cleans & rakes filter beds; pumps trash traps), maintains equipment (e.g., blower belts, sludge pumps, communitor, recirculating pumps, mud well pumps, clear well pumps, aereators, slatts, chain drives, trickling filters, rapid sand filters, air compressors, blowers) & performs minor electrical, plumbing & construction repairs.

Maintains drinking water &/or well systems (e.g., distributes chlorine, cleans &/or replaces parts, lines &/or pumps).

Assists in performing chemical tests on water &/or sewage plants & in recording results; maintains records of work performed & prepares reports on chemicals used & repairs made; submits required reports to ODNR sanitary section.

Performs other maintenance duties (e.g., loads coal; pulls ashes & cleans ash silo; greases coal & ash silo equipment); performs general grounds keeping & housekeeping duties (e.g., keeps area around plant mowed & interior clean).

MAJOR WORKER CHARACTERISTICS:

Knowledge of state & federal guidelines regarding water &/or sewage treatment plant operations*; fractions, decimals & percentages. Skill in operation of hand & power tools; operation of water testing equipment*. Ability to understand water &/or sewage treatment plant procedures; read technical manuals & instructions; complete routine forms or records; stand, walk or bend; use limbs, fingers & hands to operate equipment, machinery or tools; lift 50 lbs.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Formal education in arithmetic to include fractions, decimals & percentages & in reading, writing & speaking English; 6 mos. trg. or 6 mos. exp. in operating hand & power tools.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Exposed to sewage odors; works outdoors exposed to extreme temperatures; exposed to blower noise; works in tight or confined area often.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Treatment Plant Operator In Training	54611	06	07/03/2011	06

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Receives training in & assists in operation of water &/or sewage treatment plants consisting of comminutors, bar screens, lift stations, primary & secondary settlings, trickling filters, activated sludge, chlorination, recirculation filters, sludge digestion, high service plumbing, storage & distribution (e.g., adjusts flow patterns; cleans screening devices; transfers sludge; backwashes filters; adds chemicals; changes chlorinator tanks).

Receives training in & assists in maintenance of equipment (e.g., lubricates all moving parts, adjusts & changes packing, removes & replaces worn parts); repairs waterline breaks, water meters, automatic controls, chemical feed equipment & other plant equipment; assists in operation & repair of other equipment; performs general grounds keeping & housekeeping duties.

Receives training in & assists in performing daily chemical tests (e.g., alkalinity, hardness, pH, chlorine, fluoride, turbidity) & records results.

Assists in maintaining treatment plant records.

MAJOR WORKER CHARACTERISTICS:

Knowledge of safety practices; field tests*; fractions, decimals & percentages; state & federal guidelines regarding water &/or sewage treatment plant operations*. Skill in operation of hand & power tools. Ability to interpret variety of instructions in written, oral, picture & schedule forms; maintain accurate records; work in isolation; cooperate with co-workers on group projects; demonstrate strength to lift 50 lbs.; demonstrate dexterity.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Formal education in arithmetic that includes fractions, decimals & percentages & in reading, writing & speaking English; 3 mos. trg. or 3 mos. exp. in safety practices; valid driver's license.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Employee must secure appropriate license (as determined by agency) within 15 mos. from date of next EPA certification test (not to exceed 24 mos. from date of hire). Next single license must be received following each additional test (offered by EPA) until all appropriate licenses are obtained commensurate to facility rating. Continued employment is contingent upon successfully securing appropriate license commensurate to facility rating. Upon completion of probation & possession of appropriate license, employees shall be automatically reassigned to Treatment Plant Operator, 54612. All certified water & wastewater operators must meet requirements of OAC 3745-7-15 pertaining to OEPA Director approved contact hour required to renew certification.

UNUSUAL WORKING CONDITIONS:

Exposed to sewage odors; works outdoors exposed to extreme temperatures; exposed to loud noise; works in tight or confined area often; requires travel; may be exposed to hazardous chemicals.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Treatment Plant Operator	54612	06	07/03/2011	08

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Operates water &/or wastewater treatment plant facilities consisting of comminutors, bar screens, lift stations, primary & secondary settlings, trickling filters, activated sludge, chlorination, recirculation filters, sludge digestion, high service plumbing, storage & distribution & other devices (e.g., adjusts flow patterns; cleans screening devices; transfers sludge; backwashes filters & softeners; adds chemicals; checks air-water ratio in hydropneumatic tanks; changes chlorinator tanks; reads water meters).

OR

In Ohio Department of Transportation (i.e. ODOT) & Ohio Department of Natural Resources (i.e. ODNR), operate wastewater treatment plant facilities that require a basic license issued by Ohio EPA (i.e., Class I). consisting of comminutors, bar screens, grit removal, extended aeration activated sludge, aerated lagoons, final clarifiers, slow sand filters, up flow fixed media filters, disinfection (e.g., chlorination, dechlorination, ultraviolet light), aerobic digestion, sand drying beds, bio solids disposal, telemetry & flow measurement; or Operate water treatment plant facilities that require a basic license issued by Ohio EPA (i.e., Class I) consisting of chemical addition, disinfection, ion-exchange softening, aeration for iron, manganese & hydrogen sulfide removal, filtration for iron & manganese, corrosion control & sequestering;

&

In addition to any of the options above may perform the following:

Conduct routine sampling & monitoring daily or as required by Ohio EPA & perform analysis for wastewater treatment operations to determine level of treatment (e.g., for dissolved oxygen, carbonaceous biochemical oxygen demand, total suspended solids); &/or conduct routine sampling & monitoring daily or as required by Ohio EPA & perform analysis for water treatment operations (e.g., for total coliform, nitrates/nitrites, lead/copper, volatile organic compounds).

Manipulate process controls for wastewater treatment operations (e.g., by observing plant operations, measuring the sludge blanket, performing settleability & alkalinity tests, adjusting flow equalization); &/or manipulate process controls for water treatment operations (e.g., by observing plant operations, monitoring source water quality, backwashing filters).

Respond to emergency situations; notify regulatory agencies of public health issues.

Operate job related equipment (e.g., personal computer, backhoe/loader, pressure washer, dump trucks, trenchers, sewer jets, power tools, hand tools, sludge hauling truck, trash/auxiliary pump, generator, power winches, microscope, volt & gas meters), follow appropriate safety procedures (i.e., confined space entry procedures, use of personal protective equipment, lock-out/tag-out, review MSDS information);

Perform plant maintenance (e.g., lubricates blowers and pumps, exercises back-up generator and valves, removes & replaces worn parts; personal computer); calibrate & repair meters, automatic &/or manual controls, chemical feed equipment & other plant equipment; determine & perform necessary adjustments; perform collection/distribution system maintenance & inspection (e.g., inspect lift stations & manholes, address odor &/or taste control problems, repair water and sewer line breaks).

Maintain treatment plant records & prepare daily, monthly & yearly operational logs & reports (e.g. monthly operating report, annual source water report) on test results & plant operations; submit reports to Ohio EPA; maintain chain of custody records, contingency plans, replacement parts inventory and plant security; record water meter readings; address complaints from taste, odors & backups; order supplies & equipment.

Performs general maintenance at treatment plant facility (e.g., paints buildings, floors, piping, fencing; maintains &/or replaces plumbing; winterizes restrooms & fountains); performs general grounds keeping duties; participates in training, seminars & meetings.

MAJOR WORKER CHARACTERISTICS:

Knowledge of state & federal guidelines regarding water &/or wastewater treatment plant operations; fractions, decimals & percentages. Skill in operation of hand & power tools; operation of water &/or wastewater testing equipment. Ability to

understand water &/or wastewater treatment plant procedures & mechanical systems; read technical manuals & instructions; complete & maintain routine forms &/or records; stand, walk or bend; use limbs, fingers & hands to operate equipment, machinery or tools; transport 50 lbs; work alone on most tasks.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Certificate of class at least equal to that required by water system &/or wastewater works classification pursuant to Rule 3745-7-02, Environmental Protection Agency.

Note: The official position description on file with the designated agency is to reflect, in the minimum acceptable characteristics, the required experience/license (e.g., per OAC 3745, ORC 4506.1, ORC 4506.03, ORC 4506.12, ORC 4507.02). Only those applicants possessing the required technical experience/license listed in the position description are to be considered for any vacancies posted. The vacancy/job posting should also only list the required technical experience/license commensurate with the position in question.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

All certified water & wastewater operators must meet requirements of OAC 3745-7-15 pertaining to OEPA Director approved contact hour required to renew certification.

UNUSUAL WORKING CONDITIONS:

Exposed to sewage & sewage odors & corrosive & caustic chemicals; works outdoors exposed to extreme temperatures; exposed to loud noise; works in tight or confined area often.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Treatment Plant Coordinator 1	54613	06	07/03/2011	09

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Monitors activities of operators, &/or aides &/or inmates in operation & maintenance of & operates & maintains water &/or wastewater treatment facilities consisting of comminutors, sludge collectors, lift stations, primary & secondary settlings, trickling filters, chlorination, recirculation, aeration, sedimentation, tertiary sand filters, air diffusion piping, high service pumping, storage & distribution & other devices (e.g., adjusts flow patterns, chlorine & soda ash feed rate; cleans screening devices & sand filter, transfers sludge, reads water meters; lubricates moving parts; removes & replaces worn parts).

Operates water &/or wastewater treatment plant facilities; monitors & performs chemical tests (e.g., alkalinity, hardness, pH, turbidity, chlorine, dissolved oxygen) & laboratory tests to determine levels of treatment & water quality; adjusts chlorine feed rate & automatic controls; collects biological samples & sends to state laboratory for analysis; collects samples of potable water & wastewater discharge.

Maintains treatment plant records; prepares daily & monthly reports on test results & plant inspections; submits reports to EPA & appropriate sanitary section.

Oversees &/or performs general maintenance at water &/or wastewater treatment facility (e.g., tills seed beds; mows grass; paints buildings, railings &/or wells; repairs washers & dryers; maintains furnaces; plows snow; rakes, bags & mulches leaves); performs operational modifications necessary in emergencies to meet EPA requirements.

OR

In ODOT & ODNR, Operate wastewater treatment plant facilities that require mid-level license issued by Ohio EPA (i.e., Class II) consisting of comminutors, bar screens, grit removal, primary tanks, extended aeration activated sludge, aerated lagoons, final clarifiers, nitrification, phosphorous removal, rapid & slow sand filters, upflow fixed media filters, disinfection (chlorination, dechlorination, ultraviolet light), aerobic digestion, anaerobic digestion, sludge drying beds, biosolids disposal, telemetry & flow measurement; or Operate water treatment plant facilities that require mid-level license issued by Ohio EPA (i.e., Class II) consisting of chemical addition, disinfection, ion-exchange softening, aeration for iron, manganese & hydrogen sulfide removal, filtration/backwash, corrosion control, sequestering, stabilization, fluoridation, precipitative softening, lime addition, recarbonation, rapid mix, coagulation, flocculation & sedimentation;

OR

Serve as Operator of Record for a basic level (i.e., Class I) water or wastewater treatment works;

OR

Operate both water & wastewater treatment works for which a basic level license (i.e., Class I) is required;

&

In addition to one of the preceding options above, may perform the following:

Conduct routine sampling & monitoring daily or as required by Ohio EPA & perform analysis for wastewater treatment operations (e.g., for ammonia, phosphorous, ecoli); &/or conduct routine sampling & monitoring daily or as required by Ohio EPA & perform analysis for water treatment operations (e.g., for disinfection byproducts, cryptosporidium, fluoride). Conduct jar testing to determine solutions to treatment control issues.

Manage process controls for wastewater treatment operations (e.g., sludge wasting, return rates, aeration & chemical feed rates) &/or manipulate process controls for water treatment operations (e.g., adjusting water treatment rates, regenerating softeners, calculating chemical dosages, adjusting chemical feed rates). Perform microscopic evaluations.

Perform plant maintenance (e.g., evaluate filter & softener efficiency; clean chemical feed pumps, reaction tanks & lime slaker; flush sludge pumps; core rapid sand filters; rebuild chlorinators; repair failed equipment); perform collection system maintenance and inspection (e.g., operate equipment to remove obstructions in lines); &/or perform distribution system maintenance & inspection (e.g., identify unaccounted for water; implement backflow prevention program).

Issue public service announcements regarding boil advisories; assist in developing facility budget & capital improvement plans; train employees; develop operation & maintenance manual, source water protection program, contingency plan & bacteriological citing plan; assist in preparing NPDES permit renewal application & annual plant license application; develop & submit sludge management manual & annual report, calibration & maintenance records for operational components & equipment & prepare ODNR well withdraw report.

MAJOR WORKER CHARACTERISTICS:

Knowledge of fractions, decimals & percentages; state & federal guidelines regarding water &/or wastewater treatment plant operations; employee training & development*. Skill in operation of hand & power tools; operation of water &/or wastewater testing equipment; operation of chlorination equipment; operation of chemical testing equipment. Ability to understand water &/or wastewater treatment plant procedures; read technical manuals & instructions; complete routine forms or records; stand, walk or bend; use limbs, fingers & hands to operate equipment, machinery or tools; transport 50 lbs.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Certificate of class at least equal to that required by water system &/or wastewater works classification pursuant to Rule 3745-7-02, Environmental Protection Agency; 6 mos. exp. as treatment plant operator in water &/or wastewater treatment plant which included conducting routine laboratory tests on treatment plant flows.

Note: The official position description on file with the designated agency is to reflect, in the minimum acceptable characteristics, the required experience/license (e.g., per OAC 3745, ORC 4506.1, ORC 4506.03, ORC 4506.12, ORC 4507.02). Only those applicants possessing the required technical experience/license listed in the position description are to be considered for any vacancies posted. The vacancy/job posting should also only list the required technical experience/license commensurate with the position in question.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

All certified water & wastewater operators must meet requirements of OAC 3745-7-15 pertaining to OEPA Director approved contact hour required to renew certification.

UNUSUAL WORKING CONDITIONS:

Exposed to sewage & sewage odors & corrosive & caustic chemicals; works outdoors exposed to extreme temperatures; exposed to loud noise; works in tight or confined area occasionally.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Treatment Plant Coordinator 2	54614	06	07/03/2011	31

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Serves as assistant to treatment plant operations manager by coordinating operation & maintenance of mechanical & electrical equipment (e.g., motors & controls, pumps & controls, blowers & controls, comminutors, air compressors, chemical feeders) used at water &/or sewage treatment plants of agency, trains maintenance staff &/or operators in proper operation & maintenance procedures, inspects facilities & coordinates purchase of chemicals & parts with staff at plants on statewide basis.

Troubleshoots, repairs & adjusts equipment; reviews preventive maintenance programs; inspects newly installed equipment.

Instructs facility staff in chemical testing procedures & daily reporting preparation procedures.

Reviews design drawings & specification for contract work; meets with consultants to resolve construction or installation problems.

OR

In ODOT & ODNR operate wastewater treatment plant facility that requires a higher license issued by Ohio EPA (i.e., Class III or Class IV) consisting of comminutors, bar screens, grit removal, primary tanks, extended aeration activated sludge, aerated lagoons, trickling filters, final clarifiers, nitrification, denitrification, phosphorous removal, rapid & slow sand filters, up flow fixed media filters, disinfection (chlorination, dechlorination, ultraviolet light), aerobic digestion, anaerobic digestion, sand drying beds, biosolids disposal, sludge thickening, sludge dewatering, alkaline stabilization, telemetry & flow measurement; or Operate water treatment plant facilities that require a higher level license issued by Ohio EPA (i.e. Class III or Class IV) consisting of chemical addition, disinfection, ion-exchange softening, aeration for iron, manganese & hydrogen sulfide removal, filtration/backwash, corrosion control, sequestering, stabilization, fluoridation, precipitative softening, lime addition, recarbonation, rapid mix, coagulation, flocculation & sedimentation;

OR

Serve as Operator of Record for at least a mid-level (i.e., Class II) water or wastewater treatment works;

OR

Operate both water & wastewater treatment works for which at least a mid-level license (i.e., Class II) is required for one of the treatment plant works.

&

In addition to one of the preceding options may perform the following:

Conduct routine sampling & monitoring daily or as required by Ohio EPA & perform analysis for wastewater treatment operations (e.g., for heavy metals, volatile organics, toxicity); &/or conduct routine sampling & monitoring daily or as required by Ohio EPA & perform analysis for water treatment operations (e.g., for arsenic, inorganics, alkalinity); conduct laboratory process control analysis including performing standardization of chemical reagents.

Manage process controls for wastewater treatment operations (e.g., nutrient removal, conduct sludge thickening & digestion operations, create trend graphics) &/or manipulate process controls for water treatment operations (e.g., monitoring system pressure and water storage tank levels, interpreting collective test data); protect source water from surface contamination; monitor source water supply & maintain piping system hydraulics.

Develop facility budget; establish quality assurance & quality control program for the laboratory; perform job safety analysis; create operation checklists; develop capital improvement plans for facility; & generate vulnerability assessment program.

Oversees &/or performs general maintenance at water &/or wastewater treatment facility (e.g., tills seed beds; mows grass; paints buildings, railings &/or wells; repairs washers & dryers; maintains furnaces; plows snow; rakes, bags &

mulches leaves); performs operational modifications necessary in emergencies to meet EPA requirements.

MAJOR WORKER CHARACTERISTICS:

Knowledge of fractions, decimals & percentages; state & federal guidelines regarding water &/or sewage treatment plant operations; employee training & development*; supervisory principles/ techniques*. Skill in operation of hand & power tools; operation of water testing equipment. Ability to understand water &/or sewage treatment plant procedures; read technical manuals & instructions; complete routine forms or records; stand, walk or bend; use limbs, fingers & hands to operate equipment, machinery or tools; transport 50 lbs.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Certificate of class at least equal to that required by water system or wastewater works classification pursuant to Rule 3745-7-02, Environmental Protection Agency; 12 mos. exp. as treatment plant operator in water &/or sewage treatment plant which included conducting routine laboratory tests on treatment plant flows; 6 mos. trg. or 6 mos. exp. in employee training & development; valid drivers' license.

Note: The official position description on file with the designated agency is to reflect, in the minimum acceptable characteristics, the required experience/license (e.g., per OAC 3745, ORC 4506.1, ORC 4506.03, ORC 4506.12, ORC 4507.02). Only those applicants possessing the required technical experience/license listed in the position description are to be considered for any vacancies posted. The vacancy/job posting should also only list the required technical experience/license commensurate with the position in question.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

All certified water & wastewater operators must meet requirements of OAC 3745-7-15 pertaining to OEPA Director approved contact hour required to renew certification.

UNUSUAL WORKING CONDITIONS:

Requires travel; exposed to sewage & sewage odors & corrosive & caustic chemicals; works outdoors exposed to extreme temperatures; exposed to loud noise; works in tight confined area occasionally.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Treatment Plant Supervisor	54615	EX	06/05/2011	10

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Supervises staff (i.e., at least one treatment plant coordinator, operator or aide) & monitors operations of water &/or wastewater treatment facilities consisting of comminutors, diffusers, tertiary lagoons, bar screens, lift stations, primary & secondary settlings, trickling filters, chlorination, recirculation, filtration, sludge digestion, pre-aeration & aeration, high service pumping, storage & distribution & other devices, adjusts flow patterns, cleans screening devices, transfers, backwashes, regenerates softeners, de-alkalizes, de-mineralizes & tests boiler water.

Oversees & monitors maintenance & repair of all equipment (e.g., lubrication of moving parts, adjusting & changing packing, removing & repairing worn parts); makes adjustments of equipment to meet state standards; provides technical assistance as required (e.g., reads blueprints & schematics; analyzes & makes repairs on electrical & mechanical components, water lines, sewer lines & treatment facilities).

Performs or oversees & monitors performance of daily laboratory tests on treatment plant flows to determine levels of treatment.

Maintains treatment plant records; prepares daily & monthly reports on test results & plant inspections; plans & assigns work schedules; develops maintenance plans to include capital improvements, short & long range goals, equipment replacements & future maintenance projects; orders/requisitions needed parts & supplies.

Sets up & conducts training programs in plant operations, laboratory test procedures, safety techniques & equipment; makes periodic safety inspections & studies wastewater/water treatment plant procedures.

MAJOR WORKER CHARACTERISTICS:

Knowledge of state & federal guidelines regarding water &/or wastewater treatment plant operations; fractions, decimals & percentages; employee training & development; supervisory principles/techniques. Skill in operation of hand & power tools; operation of water testing equipment. Ability to understand water &/or wastewater treatment plant procedures; recognize unusual or threatening conditions & take appropriate action; read technical manuals & instructions; complete routine forms or records; stand, walk or bend; use limbs, fingers & hands to operate equipment, machinery or tools; lift 50 lbs; establish friendly atmosphere as supervisor.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Certificate of class at least equal to that required by water system &/or wastewater works classification pursuant to Rule 3745-7-02, Environmental Protection Agency; 12 mos. exp. as treatment plant operator in water &/or wastewater treatment plant which included conducting routine laboratory tests on treatment plant flows; 6 mos. trg. or 6 mos. exp. in employee training & development.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

Note: The official position description on file with the designated agency is to reflect, in the minimum acceptable characteristics, the required technical experience/license. Only those applicants possessing the required technical experience/license listed in the position description are to be considered for any vacancies posted. The vacancy/job posting should also only list the required technical experience/license commensurate with the position in question.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

All certified water & wastewater operators must meet requirements of OAC 3745-7-15 pertaining to OEPA Director approved contact hour required to renew certification.

UNUSUAL WORKING CONDITIONS:

Exposed to loud noise; works in tight or confined area occasionally.

CLASS TITLE	CLASS NUMBER	B. U.	EFFECTIVE	PAY RANGE
Treatment Plant Operations Manager	54616	EX	06/05/2011	12

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Manages & monitors operation & maintenance of water & sewage treatment plants, sewage lift stations, swimming pools, collection distribution systems & equipment (e.g., boilers, air conditioners, coding towers, circulating pumps, air handling equipment, heat exchangers), develops, manages & oversees preventive maintenance programs on plants & equipment, trains water & sewage plant personnel in operation & maintenance of plants, pools & equipment on statewide basis;

OR

In Ohio Department of Natural Resources, Division of Engineering only, acts as technical specialist to provide direction & technical assistance in operation, compliance, maintenance & rehabilitation of statewide, Natural Resources owned water & wastewater treatment plants;

OR

In Department of Rehabilitation & Correction, manages operation & maintenance program for large water treatment & wastewater treatment plants for institution employed plus neighboring institutions & surrounding community, oversees operation of treatment plant laboratory & chemical & bacteriological testing & supervises & trains treatment plant staff.

Inspects facilities to determine that all mechanical equipment is being maintained & operated according to regulations; makes on-site investigations of inoperable equipment; inspects elevated tanks' condition & cathodic protection system, installations of equipment & contractors' work, steam & hot water boilers to determine results of chemical feed treatment; evaluates conditions of plants & equipment & instructs resident personnel in corrective action; evaluates preventive maintenance program; conducts safety & health inspections; prepares safety programs; meets with O.E.P.A. & Health Department concerning operation of plants & pools; consults with district treatment plant coordinators on troubleshooting problems.

Reviews design drawings & specifications for water & sewage plant & mechanical equipment installations; develops & writes specifications for new equipment; develops & writes maintenance manuals; researches, gathers & compiles information for records & reports; plans, develops & submits management plans for land application (for disposal of sludge generated at plant) for OEPA approval.

Makes necessary repairs or adjustments on equipment; keeps equipment in stock to make on-spot repairs (e.g., electrical control parts, alternators, coils, printed circuit control cards).

MAJOR WORKER CHARACTERISTICS:

Knowledge of fractions, decimals & percentages; state & federal guidelines regarding water &/or sewage treatment plant operations; employee training & development; supervisory principles/ techniques. Skill in operation of hand & power tools; operation of water testing equipment. Ability to understand water &/or sewage treatment plant procedures; read technical manuals & instructions; complete routine forms or records; stand, walk or bend; use limbs, fingers & hands to operate equipment, machinery or tools; lift 50 lbs.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Certificate of class at least equal to that required by water system &/or wastewater works classification pursuant to Rule 3745-7-02, Environmental Protection Agency; 24 mos. exp. as treatment plant operator in water &/or sewage treatment plant which included conducting routine laboratory tests on treatment plant flows; 12 mos. trg. or 12 mos. exp. in supervisory principles/techniques; valid drivers' license.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

Note: The official position description on file with the designated agency is to reflect, in the minimum acceptable characteristics, the required technical experience/license. Only those applicants possessing the required technical experience/license listed in the position description are to be considered for any vacancies posted. The vacancy/job posting should also only list the required technical experience/license commensurate with the position in question.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

All certified water & wastewater operators must meet requirements of OAC 3745-7-15 pertaining to OEPA Director approved contact hour required to renew certification.

UNUSUAL WORKING CONDITIONS:

Requires travel; exposed to sewage odors; works outdoors exposed to extreme temperatures; exposed to loud noise; works in tight confined area occasionally.