NEW AUG 0 2 1987

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Treatment Plant Operations Manager	CODE: 54633C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: Cnty., Univ.

FUNCTION: Under general supervision from sanitary section head or higher-level supervisor, manages operation & maintenance of treatment plants; inspects facilities (e.g., plants, equipment, installations); develops, manages & supervises preventive maintenance program; prepares & reviews operating records & reports; trains water & sewage plant personnel;

-PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	12-18	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).	Knowledge of (1) management, (2) safety practices; skill in (3) water/sewage treatment; ability to (4) understand practical field of study, (5) use algebra, (6) understand technical manuals & verbal instructions associated with water/sewage treatment, (7) establish friendly atmosphere as manager of division, (8) demonstrate physical fitness & agility.
2 (581)	50-56	Inspects facilities to determine that all mechanical equipment is being maintained & operated according to regulations; makes on-sites 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; meets with O.E.P.A. & Health Department concerning operation of plants & pools; consults with district treatment plant coordinators on trouble-shooting problems.	Knowledge of 1, 2, (9) public relations, (10) chemistry; skill in 3, (11) operation of electrical test equipment & control systems, (12) operation of mechanical equipment; ability to 4, 5, 6, 7, 8, (13) understand system of mechanical procedures, (14) work in isolation, (15) work with co-workers on group projects.

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* 10 courses in management (or 12 mos. exp.); 10 courses in safety practices (or 12 mos. exp.); 10 courses in algebra (or 12 mos. exp.); 6 courses in water/sewage treatment (or 6 mos. exp.); 6 courses in public relations (or 6 mos. exp.); 3 courses in chemistry (or 3 mos. exp.); 300 hrs. training in operation of electrical test (cont)	TRAINING & DEVELOPMENT:

NEW AUG 0 2 1997

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Treatment Plant Operations Manager	CODE: 54633C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: Cnty., Univ.

FUNCTION:

-PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
3	12-18	Reviews design drawings & specs for water & sewage plant & mechanical equipment installations; prepares budget for new construction; prepares plans & specs for purchasing new equipment & replacing old equipment; develops & prepares operating & maintenance manuals for plants & pools; reviews records maintained by resident personnel.	Knowledge of 1, 2; skill in 12; ability to 4, 5, 6, 7, (16) write instructions & specifications concerning proper uses of machinery.
4	9-15	Develops, manages & supervises preventive maintenance programs on plants & equipment; 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).	Knowledge of 1, 2, 9, (17) functional supervision, (18) inventory control; skill in 11, 12; ability to 4, 5, 6, 8, 13, 16.
5	2-8	Trains water & sewage plant personnel in operation & maintenance of plants, pools & equipment; provides personal instruction & seminar training meetings; conducts health & safety training programs.	Knowledge of 2, 9, (19) employee training & development; skill in 3; ability to 4, 5, 8, 16.

(588)

123.1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* (cont)equipment & control systems (or 3 mos. exp.); 300 hrs. training in operation of mechanical equipment (or 3 mos. exp.); or equivalent. Requires certified treatment operator's license.	TRAINING & DEVELOPMENT: