



**Village of Yellow Springs  
Employment Opportunity  
Water Reclamation Facility and Water Treatment Plant Operator  
Weekend Shifts**

Posted: February 2, 2021  
Reports To: Superintendent, Water Reclamation and Water Treatment  
Department: Water Reclamation and Water Treatment

Working Hours: 7am- 3:30pm Wednesday- Sunday  
Status: Full Time, Hourly, Subject to being on call 24 hours, 7 days a week

**General Statement of Duties**

The Village of Yellow Springs Water Reclamation and Water Treatment Department is a critical, safety-oriented community service. The Village of Yellow Springs provides water treatment services to the citizens with a small but efficient compliment of professionals. This public service job is based in trust, credibility, and competency.

Under minimal supervision, the individual performs a variety of skilled and semi-skilled duties in the operation, maintenance and repair of BOTH the Village's WATER RECLAMATION FACILITY, LIFTSTATION, WATER TREATMENT PLANT, WATER TOWERS and WELL FIELD. Work is both indoors and outdoors and has exposure to hot, cold, wet, humid or windy weather conditions. May work under dirty condition and in confined space. Hours are 7am- 3:30pm Wednesday- Sunday. Subject to being on call twenty-four (24) hours, (7) days a week.

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

The successful candidate will meet the following qualifications and requirements at time of hire.

**QUALIFICATIONS:**

- High school diploma or GED
- Must have, or be able to obtain within 18 months, an Ohio EPA Wastewater Treatment License Class I Operator or Operator in Training (OIT).
- Must have, or be able to obtain within 18 months, an Ohio EPA Water Supply License Class I Operator or Operator in Training (OIT).

- Must possess a valid Ohio driver's license with a good driving record.
- Must pass a pre-employment drug test and criminal background check

**ESSENTIAL DUTIES, TASKS AND RESPONSIBILITIES:**

- Control and monitor biological treatment process.
- Operate pumps, motors, engines, generators and blowers.
- Monitor controls and adjust flows within the Plants, Water towers and the Liftstation.
- Perform regular routine servicing, cleaning of plant, pipes and equipment.
- Clean sand filters and drying beds.
- Monitor, operate and troubleshoot electrical controls.
- Take samples for analyses.
- Collect and test samples using laboratory methods, test and testing equipment.
- Prepare samples and chain of custody for outside laboratory testing.
- Prepare reports and logs detailing plant operations.
- Attend all safety meetings.
- Maintain required licenses and or certificates.
- Demonstrate regular and predictable attendance.
- Maintain Plant grounds as well as empty downtown trashcans on weekends.
- Will assist other Village employees/ departments as directed.
- All other duties as requested.

**KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge and comprehension of:** Village policies and procedures; safety practices and procedures; OSHA regulations; OEPA regulations; OEPA certification/license requirements; water treatment plant operating procedures; wastewater treatment plant operating procedures; maintenance and repair; laboratory equipment and supplies; equipment, chemicals and other material used in custodial services.

**Skilled in:** operations in water and wastewater treatment plant equipment; SCADA systems, automatic screen, grit removal, blowers, aeration equipment, clarifiers, sludge digesters, RAS and WAS pumps, sand filters, drying beds, fork lift, power tools, cell phones, maintaining spread sheets, MS Excel and Word.

**Ability to:** interpret policies, procedures, and regulations; deal with problems involving several variables within familiar context; recognize unusual or threatening conditions and take appropriate action; define problems; collect data, establish facts, and draw valid conclusions; exercise independent judgments; add, subtract, multiply, and divide whole numbers; prepare routine correspondence; prepare accurate documentation; communicate effectively; instruct others; maintain records according to established procedures; develop and maintain effective working relationships; lift up to 80 pounds and move a distance of 30 yards; perform heavy manual labor for extended periods of time in often adverse conditions; travel to and gain access to work site; work safely; exhibit and maintain satisfactory work ethics and public relations.

**PHYSICALLY DEMANDING AND HAZARDOUS WORKING CONDITIONS INHERENT IN THIS JOB DESCRIPTION:**

The employee must negotiate use; work with or in the vicinity of:

- Floor openings, platforms, gratings, runways and stairs
- Fixed industrial stairs
- Portable metal ladders
- Fixed ladders
- Compressed gases, chlorine gas, sodium thiosulfate, ferric chloride, sodium hypochlorite, sodium hydroxide and potassium permanganate.
- Must have knowledge of Lock out, tag out equipment and procedure.

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***The Village of Yellow Springs is an Equal Opportunity Employer***