

Job Title: Senior Operator
Organization: Avon Lake Regional Water
Immediate Supervisor: Manager of facility to which assigned
Positions Supervised: N/A
FLSA Status: Non-Exempt
Bargaining Unit: Yes
Civil Service Status: Unclassified

GENERAL RESPONSIBILITIES:

Under direct supervision from the Manager of the Treatment Plant to which he/she is assigned, the Senior Operator will be responsible for plant operations on alternating shifts. The Senior Operator is responsible for selection and adjustments to plant operation during his/her shift to optimize plant operations. When on afternoon and night shift, he/she is in primary charge of plant operations; similarly, for the day shift on weekends and/or holidays. The Senior Operator may be required to be in responsible charge during a Plant Manager's absence.

GENERAL QUALIFICATIONS:

1. High school graduate or equivalent.
2. Must possess a valid OEPA Class III Operator certification.
3. Minimum (2) years' experience in an OEPA approved Laboratory (water) or in a Plant laboratory environment (wastewater).
4. Ability to apply for Class IV Certification within 1 year.
5. A Class IV Certification will allow the Senior Operator to reach the top tier of the position's pay scale.
6. Ability to acquire laboratory approval for bacteriological work.

SPECIFIC DUTIES

Under the supervision of the respective Plant Manager, shall perform a variety of technical and routine tasks including but not limited to:

1. Operate Plant and all equipment and processes.
2. Assist Plant Manager in all operational issues to include, but not limited to, advising and directing staff during normal and after hour shifts.
3. Act in primary charge of Plant when working alone.
4. Will be in responsible charge when Plant Manager is absent.
5. Keep records on bench sheets and electronically.
6. Complete requirements for the bound daily log book.
7. Dose chemicals as required by bench testing.
8. Enter data into electronic form.
9. Perform operational testing to optimize treatment.
10. Monitor that all treatment goals are being achieved.
11. Look for discrepancies in lab test results or chemical feed monitoring and help other operators be more consistent.

12. Perform laboratory tests.
13. Will periodically be assigned to work shifts to cover another operator's absence.
14. Perform grounds keeping, housekeeping, and maintenance tasks, as required.
15. Make treatment adjustments as needed or directed.
16. Detect and solve problems at the Plant.
17. Monitor and respond to all collection or distribution system demands.
18. Calmly respond to emergency situations and handle them swiftly.
19. Deal with the Public in a positive manner, respond/react to complaints/emergencies.
20. If dual licensed, may be assigned to operate plant to which not normally assigned.
21. Perform additional functions/tasks as needed.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

1. Must know principles involved in treatment of water or wastewater plant operations to optimize treatment and keep the public safe.
2. Knowledge of all OEPA relevant requirements.
3. Interpret test data.
4. Knowledge of laboratory procedures for water and wastewater.
5. Ability to be approved by the OEPA for all laboratory operations.
6. Ability to set pumping rates.
7. Understand principles of disinfection.
8. Ability to master any tasks performed that are unique to Avon Lake's Plants (e.g., filter washes, press operations).
9. Follow proper sampling procedures.
10. Basic maintenance skills.
11. Clean, calibrate and verify operation of online analytical equipment.
12. Ability to solve advanced math problems for Plant operation demands.
13. Moderate computer skills.
14. Skill to run basic machinery.
15. Ability to work safely and efficiently.
16. Keep accurate records, including Chain of Custody forms.

The physical/mental demands described here are representative of the position to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Normal physical activity required in hands-on operation of a multi-building Plant.
2. Public safety is a priority, react accordingly.
3. Above average mental demands required.
4. Work outside in all-weather environments.
5. Capable of properly lifting 50 pounds.
6. Alert to ever-changing conditions and problems.
7. Work independently and/or in a team environment.
8. Work accurately and calmly under pressure.
9. Communicate effectively, both orally and in writing.
10. Work accurately with numbers.
11. Follow oral and written instructions, procedures and supervisory direction.
12. Must work overtime as needed.