

---

**City of Chardon**  
**Job Description**

---

**Title - Water and Sewer Operator**

**STATUS:** Non-Exempt

**REPORTS TO:** Superintendent of Water and Sewer and/or Water and Sewer Foreman

**PAY PLAN:** AFSCME

**PAY GRADE:** 4

**REVISION DATE:** September, 2018

**PURPOSE OF POSITION:**

This is technical and manual work involving the operational control and maintenance of the water and wastewater facilities. This position may be required to supervise work crews handling specific projects.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

- Monitors and records the operational control of the water and wastewater facilities; collects samples and performs minor routine analysis.
- Makes interpretations of testing results; calculates and performs required adjustments to assure and maintain process quality.
- Conducts regular scheduled inspections and systematized maintenance on equipment to eliminate failures, breakdowns, and process operation interruptions.
- Responds to emergencies of the Division or others as may be required.
- Assists other divisions or departments as directed.
- Performs the duties of Maintenance Worker as required.
- Performs other duties as required.

**MINIMUM QUALIFICATIONS:**

Graduation from high school (or GED), responsible experience in public utilities maintenance activities, including supervisory experience.

Must have a minimum of three (3) years of experience in a public works or public service department with considerable experience in water and sewer systems.

Possession of a Water Works Operators Certificate or a Wastewater Works Operators Certificate as required and issued by the OEPA for the specific area being applied for.

Possession of a valid State of Ohio Commercial Driver's License or ability to obtain upon hire.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of current drinking water and wastewater standards of the State of Ohio Environmental Protection Agency (OEPA).
- Ability to exercise safety requirements and practices of the construction, excavation and municipal services trades and in handling potentially dangerous chemicals and equipment.

- Ability and knowledge to safely perform measurements of flow and safely control the application of chemicals.
- Ability to safely perform the operation and maintenance of equipment used in water and wastewater facilities.
- Ability to work under adverse conditions and cope with an irregular work schedule.
- Ability to work first or second shift as required.
- Ability to communicate effectively, orally and in writing.

**PHYSICAL REQUIREMENTS:**

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects, and some heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects. Physical activities include climbing, balancing, stooping, standing, walking, pushing, pulling, lifting, reaching, fingering, grasping, and repetitive motions. Also includes the necessity to communicate by talking, hearing/listening. Specific vision abilities required by this job include close, distance and peripheral vision; depth perception; and the ability to adjust focus, for operation of machines and equipment, determination accuracy and thoroughness of work, and observation of general surroundings.

**WORK ENVIRONMENT:**

The employee is subject to inside and outside environmental conditions including, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, dust/dirt, grease/oils, paint fumes, moving parts of machinery and extreme weather conditions both hot and cold. Work is generally outdoors.

*In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*