



## Knox County Jobs

# Water/Wastewater Operator

Knox County Water and Wastewater Department

January 31, 2018

The Knox County Water/Wastewater Department is currently looking to fill the position of Plant Operator at our Howard area facilities. This position reports to the Operations Manager and is responsible for day to day operations of the SBR Wastewater Treatment Facility and ground Water Treatment Plant. Applicant should be familiar with general water and wastewater treat principles and knowledgeable of OEPA rules. General work hours are 7:30-4:00 Monday thru Friday with a rotational on call weekend. Position requires Class II Wastewater Treatment License and a Class I Water Treatment License. Applicants not meeting the above requirements may be considered. However, the above licenses will ultimately be required to maintain this position.

Job description and application are attached. If interested, please submit completed application along with a detailed resume and cover letter to the attention of Mr. Jeffrey J Pickrell, Superintendent 17602 Coshocton Rd Mt. Vernon, Ohio 43050 or you can email completed documents to [jeffpickrell@co.knox.oh.us](mailto:jeffpickrell@co.knox.oh.us)

Applications will be accepted until position is filled. If you should have any questions prior to submitting application, please contact Mr. Jeffrey J. Pickrell at 740-397-7041

**TITLE:**           **Plant Operator**, Knox County Water & Wastewater  
Department – Unclassified Position, Full-time

**Immediate Supervisor:**       Operations Manager  
**Normal Working Hours:**       7:30 am to 4 pm Monday through Friday  
  **on call 24/7 and weekend rotation**

### **POSITION SUMMARY:**

Under the guidance of the Operations Manager, the Plant Operator is responsible for the technical and administrative operation of the Wastewater Treatment Plant and Water System. The Plant Operator is responsible for the maintenance of the system and its various functions, including responding to emergency situations; performing required tests and sampling; completing and filing required reports; analyzing, reporting and recording results of samples; general maintenance of water/wastewater treatment plant equipment; maintaining grounds; and other duties as assigned. This position may require extensive travel within Knox County.

### **QUALIFICATIONS:**

- Degree in Environmental Science or related field
- Five (5) years experience in Water/Wastewater Treatment or equivalent training and experience
- OEPA Class I Water License
- OEPA Class II Wastewater Operator Certification
- Superior recordkeeping skills
- \*Valid Ohio Driver's License, (with acceptable driving record)
- Ability to pass a physical examination and a criminal background check
- Strong leadership, management and communication skills

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Wastewater treatment and water systems operation
- Equipment maintenance procedures
- Safety policies and procedures specific to plant operations
- OSHA compliance requirements and all agency safety procedures
- Comprehensive knowledge of EPA rules and regulations
- Read and comprehend blueprints
- Communicate effectively in written and oral form
- Maintain confidentiality and impartiality
- Develop and maintain effective working relationships with all parties, including coworkers and constituents
- Establish and adhere to high performance standards while maintaining positive work environment
- Work independently, as well as with others toward common objectives
- Define problems; collect data; and draw valid conclusions to address problems and formulate resolution
- Effectively communicate information to superiors or public
- Ability to operate (heavy) equipment (ie excavating, etc.)
- Ability to adapt to changing weather conditions (ie work in extreme conditions, etc.)
- Respond quickly and calmly in emergency situations.
- Remain informed of current developments and procedures pertinent to duties (ie may be required to attend training and seminars)

## **ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES:**

- Demonstrates regular and predictable attendance
- Promotes and maintains positive and effective working relationships
- Performs daily, weekly and monthly tests and sampling as directed
- Files required reports with the Ohio EPA
- Maintains water and wastewater treatment plant equipment
- Checks wastewater package plants on a regular basis
- Reads meters, as necessary
- Assists in installing new services for water and/or sewer
- Assists in repairing water and/or sewer leaks, as necessary
- Maintains treatment plant and grounds
- Responds to emergency situations, when contacted, and works weekend rotation
- Operates heavy equipment in maintaining/repairing water/sewer lines
- Researches and consults for all new equipment purchases
- Assures the safety of the facilities; staff; and public
- Maintains necessary licenses and certifications to perform duties
- All other duties as assigned