

POSITION DESCRIPTION

Regional Water and Sewer District

CLASSIFICATION TITLE: Water Distribution & Wastewater Superintendent

FLSA STATUS	Nonexempt	EMPLOYMENT STATUS	Full-time
FLSA TYPE	N/A	REPORTS TO	Water & Sewer District Administrator
CIVIL SERVICE STATUS	Classified	DIVISION	Regional Water & Sewer District

DISTINGUISHING JOB CHARACTERISTICS

Works on the water distribution system, and wastewater collection and treatment plant as assigned. Monitors and maintains plant operations and makes adjustments as needed to ensure plants operate in accordance with standards and regulatory requirements. Performs monthly meter readings. Available for on-call and after-hours services.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below. Reasonable accommodations will be made for disabled persons, covered by the Americans With Disabilities Act, in accordance with the requirements of that Act.

Operates water distribution system and wastewater treatment plant pumps and other treatment equipment.

Inspects, cleans, lubricates, and makes adjustments to plant equipment and instrumentation.

Maintains records and logs to record and document flows, temperatures, treatment, and general plant operation.

Collects samples and performs laboratory tests. Makes chemical and other adjustments as needed based on lab results and monitors and records data to ensure plant operates in accordance with standards and requirements.

Receives and responds to complaints from customers regarding water and wastewater problems, and initiates appropriate corrective measures.

May assist crew in performing major repairs to plant equipment.

Cleans and maintains grounds and physical facilities.

Completes and files EPA and other required reports and correspondence.

Works and cooperates with EPA representatives.

OTHER DUTIES AND RESPONSIBILITIES

Performs other duties as assigned relating to water and sewer services.

SCOPE OF SUPERVISION

None.

EQUIPMENT OPERATED

Hand tools; pumps; valves; meters; blowers; composite samplers; grease guns; laboratory instruments.

CONTACTS WITH OTHERS

EPA representatives, government officials, general public.

CONFIDENTIAL DATA

None.

WORKING CONDITIONS

Regular exposure to chemicals and infectious liquids, and to heat, cold, dampness, smells, noise, dirt, and dust. Regular exposure to wastewater and fumes.

USUAL PHYSICAL DEMANDS

The following physical demands are typically exhibited by position incumbents performing this job's essential duties and responsibilities. These physical demands are not, and should not be construed to be job qualification standards, but are illustrated to help the employer, employee and/or applicant identify tasks where reasonable accommodations may need to be made when an otherwise qualified person is unable to perform the job's essential duties because of an ADA disability.

The employee frequently stands and walks for extended periods of time, uses hands to hold and control equipment; pulls and reaches with hands and arms, climbs and occasionally balances, and stoops, kneels, crouches, and crawls while operating the plant.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: Water Plant operations, processes and methods [class 1 license level]; Wastewater Plant operations, processes and methods [wastewater plant operator certificate of competency level]; EPA and local laws and regulations relating to water and wastewater treatment; work hazards and safety precautions; basic chemistry and microbiology; basic mathematics, plant, pump, filter, clarifier, chemical feed pump and other related equipment maintenance methods; hydraulics and basic electrical systems.

Ability to: exhibit a mechanical aptitude; follow oral and written instructions and specifications; develop and maintain effective working relationships with associates, EPA, government officials, and general public; perform manual labor tasks for extended periods of time under occasional adverse working conditions; balance multiple tasks; work independently and reliably.

Skill in: diagnosing and troubleshooting plant operating problems and mechanical malfunctions; operation of water and wastewater treatment systems; use and maintenance of plant equipment such as pumps and blowers; conducting laboratory tests and analyzing results; reading and interpreting meters and gauges; use of hand and power tools.

QUALIFICATIONS

An appropriate combination of education, training, course work and experience may qualify an applicant to demonstrate required knowledge, skills, and abilities. An example of an acceptable qualification is: High school degree, GED or equivalent and possession of required licenses or certifications.

Ability to document identity and employment eligibility within three (3) days of original appointment as a condition of employment in compliance with Immigration Reform and Control Act requirements.

LICENSURE OR CERTIFICATION REQUIREMENTS

State of Ohio Certificate, Class I Water Treatment Plant Operator's License; wastewater plant operator certificate of competency level]; Ohio EPA laboratory certification; State motor vehicle operator's license.

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this position, who will be required to follow instructions and perform any duties required by the employee's supervisor or designee.

MANAGEMENT APPROVAL

_____ / /
Water & Sewer District Administrator Date

EMPLOYEE UNDERSTANDING AND AGREEMENT

I understand, and will perform, the duties and requirements specified in this job description.

_____ / /
Employee Date

HENRY COUNTY APPLICATION FOR EMPLOYMENT

Instructions: Your interest in employment with our County is appreciated. This application is the initial step in the selection process and it will help the County assess your qualifications, work history, experience and training. You must complete this application, in full, to be considered for employment. If you have a resume, you may attach it to this application form, however, you must still complete this application form. If there is insufficient space available to adequately provide the information requested, you may use an additional paper and attach it to the back of this form. Please write legibly. If you need assistance completing this form because of a disability, please request that the official provide someone to assist or you may request some other reasonable accommodation. Please note that this completed form will become a public record when submitted to the County.

Policy of Non-Discrimination: Henry County is an equal employment opportunity employer and complies with the Civil Rights Act, the Americans With Disabilities Act and other legislation which prohibits discrimination in employment because of race, color, sex, religion, national origin, age, genetic information, veteran or military status, or physical and mental disability. If you feel that you have been discriminated against in some manner, you are encouraged to report the incident immediately to the ADA Coordinator or Appointing Authority.

Information About You

Name _____
Last
Middle
First

Current Address _____
Number
Street
City
Zip Code

Home Phone: _____ - _____ - _____ Cell Phone: _____ - _____ - _____

E-mail: _____ Are you over 18 years old? Yes _____ No _____

Have you ever been employed by Henry County? Yes _____ No _____ If yes, which department? _____

Do you have any secondary employment that will continue if you are hired by this department? Yes _____ No _____

If yes, list the nature of the secondary employment _____

Are you eligible for employment in the United States? Yes _____ No _____ *[If hired, you'll be required to provide proper identification and verification of employment eligibility]*

Your Employment History

Present or Most Recent Employer

Name of Organization
Type of Business
()
-
Telephone Number

Supervisor's Name/Job Title
Your Job Title

_____/_____/_____ to ____/____/_____ Are you still employed with this organization? Yes _____ No _____
Dates Employed

Your pay rate or salary _____ annual/ hourly Other income from this employer such as bonuses, etc. _____
[circle one]

Briefly Describe Your Job Duties _____

May we contact this employer for a job reference? Yes ___ No ___ Reason[s] for Leaving _____

Next Most Recent Employer

_____ () _____ - _____
Name of Organization Type of Business Telephone Number

_____ Supervisor's Name/Job Title Your Job Title

_____/_____/_____ to ____/____/_____ Are you still employed with this organization? Yes ___ No ___
Dates Employed

Your pay rate or salary _____ annual/ hourly Other income from this employer such as bonuses, etc. _____
[circle one]

Briefly Describe Your Job Duties _____

May we contact this employer for a job reference? Yes ___ No ___ Reason[s] for Leaving _____

List all other employers for whom you have been employed and the dates of your employment.

<u>Name of Organization</u>	<u>Dates Employed</u>
_____	____/____/____ to ____/____/____
_____	____/____/____ to ____/____/____
_____	____/____/____ to ____/____/____
_____	____/____/____ to ____/____/____

Your Education and Training

Circle the last year of formal education completed

Primary Education

College

Trade School

High School Attended: _____ College: _____ Trade School: _____

Diplomas, degrees or Certificates Achieved: _____

Describe courses or the training you've received which you feel will help you perform the job for which you are applying.

About The Job For Which You Are Applying

You will be given a copy of the job description for the job for which you are applying. Please review the description so that you understand particularly the essential duties and qualifications for the job. Proceed in answering the remainder of questions on this application form.

Can you perform the essential functions of the job [either with or without a reasonable accommodation]? Yes ___ No ___

If no, please describe: _____

Do you feel that you will need additional training in any areas to effectively perform the job? Yes ___ No ___

Explain: _____

Expected Hourly Rate: _____ Do you want: Full-time ___ Part-time ___ Temporary ___ Intermittent ___ Any ___

If hired, when will you be available to work? ___/___/___ List any schedule restrictions: _____

List all job equipment [listed on the description] which you are qualified to operate

Applicant Acknowledgement

Please read the statements below, and upon your understanding and agreement, sign in the space provided. No application will be considered which is not signed.

By signing below, I verify that all of the information I've provided is complete, truthful and accurate to the best of my knowledge. I further understand that any misrepresentation or omission of pertinent facts is cause for disqualifying me from further consideration in the employment selection process. I understand that if I am hired, and the County subsequently discovers that information provided on this application is inaccurate or incomplete, this may be sufficient cause for me to be separated from employment.

By signing below, I acknowledge understanding that if I am selected for a job interview, the department with whom I am seeking employment reserves the right, and may assess my criminal history at any time during, or after the job interview, and the appointing authority may condition my eligibility for the job based on my criminal history in consideration of the nature of the conviction and other factors permitted or required by EEOC regulations and applicable law.

I acknowledge that if I am asked about my criminal history, my failure to provide an accurate and complete history will be considered dishonesty, and will result in my being disqualified from employment. Likewise, my failure to give written authorization for Henry County to conduct a criminal background check, if required, will result in my being disqualified from further consideration for employment.

I further understand that this application is not a contract of employment, and that employment with the County does not constitute a contractual employment relationship, and that any term, condition or benefit of employment may be rescinded or changed, except as otherwise required by law.

_____/_____/_____
Applicant's Signature Date