



Village of Bremen
9090 Marietta Road, SE
Bremen, Ohio 43107
(740) 569-4788
www.BremenVillage.com

Position Description Water/Wastewater Technician

Full-Time, Permanent

Preference Given to those who possess a Class 1 Wastewater License

ESSENTIAL FUNCTIONS OF THE POSITION:

The purpose of this position is to assist in the production and distribution of the Village's drinking water, and in the collection and treatment of the Village's wastewater, in compliance with federal, state and local regulatory standards, and to satisfy customer expectations. This position also assists in the operation and maintenance of the stormwater management system. Works under the supervision of the Village Administrator, with daily oversight by the Water System Operator and/or the Wastewater System Operator. This position is subject to emergency/non-emergency call-outs during evenings, weekends and holidays.

The following are examples of the job duties but do not include all the possible tasks to be performed:

- Performs a variety of manual labor tasks on a regular basis, involving both indoor and outdoor locations.
- Repairs water main breaks.
- Clears obstructions in sanitary sewer lines.
- Collects and tests water samples, using test equipment and applicable EPA testing methods.
- Monitors operating conditions, meters, and gauges at the plants to determine load requirements.
- Operates and adjusts controls on equipment such as pumps, motors, valves and gates.
- Adds chemicals as appropriate to properly purify, clarify and stabilize drinking water.
- Adds chemicals as appropriate to properly treat wastewater.
- Interprets water test results to assure the village is in compliance with all local, state and federal requirements.

- Monitors chemical inventory and usage to maintain sufficient inventory for maintaining the plant's level of service.
- Assists in the implementation of and compliance with all other programs required by or related to the operation of the water, wastewater and stormwater systems.
- Attends periodic training courses, seminars and workshops and engages in independent study of any and all subjects related to the operation and compliance of the water and wastewater systems.
- Records operational data, and meter and gauge readings on specified formats.
- Diagnoses operational problems, mechanical malfunctions, and chemical shortages, recommends possible alterations, adjustments, and/or procedural changes to correct problems, and reports such problems to the chief operator.
- Inspects and performs preventative maintenance on vehicles, buildings, machinery and mechanical equipment and makes minor repairs as necessary.
- Responds to plant alarms and resolves operational problems, warns employees of existing safety hazards, and ensures that the proper corrections are made.
- Unloads plant supplies from delivery trucks and stores supplies appropriately.
- Cleans and maintains the plant and equipment.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
- Reads water meters and records the data needed for customer billing.
- Replaces valves, meters and line connections.
- Responds to customer questions and complaints concerning their water quality and quantity.
- Responds to customer questions and complaints about sewage backups.
- Performs water service shut-offs and turn-ons at customer premises.
- Performs seasonal setup, daily maintenance, and close-down operations of the community swimming pool.
- Attends seminars, training or workshops in order to attain and maintain Ohio EPA operator certification(s) needed for the Village's systems.
- Assists in the seasonal set-up, maintenance and shut-down of the community swimming pool.
- Assists in repair of pavements and grounds disturbed by operations related to the water and wastewater systems.
- Coordinates cooperatively with the staff of the utility billing office.

- Paints machinery, buildings and walls.
- Performs rough carpentry, assists with installing paneling, drywall, cabinets, flooring, framing, and shelving in village buildings and facilities.
- Performs varied manual and equipment operations in flushing and otherwise cleaning storm sewers and in repairing manholes and lines, builds, cleans and unclogs storm sewer inlets and catch basins, lays storm sewer lines.
- Prepares purchase order requests for the acquisition of equipment, materials and supplies.
- Develops weekly and daily work plans to accomplish needed projects.
- Operates pickup and dump trucks, backhoes, air compressors, trash pumps, or similar equipment and vehicles.
- Responds to OUPS, to mark village-owned underground utility lines.
- Responds to emergency call-ins as needed. Provides and fulfills stand-by staffing needs responding to after-hours call-ins.
- Cooperates with other work units and employees of the Village organization to accomplish tasks and projects in service to the public, and/or as assigned by the village administrator.
- Demonstrates a cooperative, service-oriented attitude toward members of the public. Answers inquiries and handles complaints from the public.
- Reflects a positive image of the Village of Bremen at all times.
- Performs other duties as assigned.

JOB SETTING:

The duties of this position will be performed indoors and outdoors. The incumbent may encounter any type of environmental conditions: hot, cold, damp, wet, humid, dry, noisy, greasy, odorous, dusty, muddy, sudden temperature changes, etc. Work can include heights and confined spaces. The incumbent will be expected to work alone, around others, on a team, under stress, under minimal supervision, under scrutiny of the public, and under deadlines.

MINIMUM REQUIREMENTS:

Possession of high school diploma, or equivalent, and two years of experience in the maintenance and/or operation of public infrastructure systems or any equivalent combination of training and experience which provides the following knowledge, skills and abilities:

Knowledge of:

- The principles, practices, equipment, tools and materials used in the maintenance and operation of public infrastructure systems.
- Basic literacy and math.
- Basic chemistry.
- Safety practices in the operation of electrical and mechanical equipment.
- Water treatment plant operating procedures.
- Water supply and treatment regulations.
- Wastewater treatment plant operating procedures.
- Wastewater treatment regulations.

Skilled in:

- Controlling operations of equipment and/or systems.
- Watching and interpreting gauges, dials or other indicators to make sure a machine is working properly.
- Conducting tests and inspections of products, services, or processes to evaluate quality or performance.
- Performing routine and preventative maintenance and minor repairs on equipment and determining when and what kind of maintenance is needed.
- Identifying alternative solutions or approaches to problems, and then using logic and reasoning to identify strengths and weaknesses of those alternatives.

Ability to:

- Distinguish colors and color changes.
- Read and write letters and numbers in English.
- Read water meters and accurately write the data on field data forms.
- Understand and follow oral and written instructions in the English language.
- Ability to use and apply basic written and mathematic skills.
- Identify alternative solutions or approaches to problems, and then use logic and reasoning to identify strengths and weaknesses of those alternatives.
- Observe and monitor data, machinery and equipment to determine compliance with prescribed operating and safety standards.
- Visually detect and avoid obstructions while operating the equipment.
- Operate a backhoe, front-end loader, or similar equipment.
- Use power equipment and hand tools needed to perform assigned tasks and responsibilities.
- Perform physically demanding tasks for extended periods, often in unfavorable weather conditions.
- Establish and maintain effective working relationships with others.
- Work independently with limited direction given.
- Apply problem solving skills and perform critical thinking.

- Work with and around chemicals or similar solutions using only normal protective equipment.
- Use a personal computer and MS Office software.
- Discern when something is wrong or likely to go wrong.
- Apply general rules to specific problems to produce answers that make sense.
- See details at close range (within a few feet of the observer).
- Quickly and repeatedly adjust the controls of a machine to exact positions.
- Work cooperatively with other Village employees.
- Work safely without presenting a direct threat to self or others and comply with OSHA regulations.
- Perform the physical requirements of the job: standing, walking, climbing stairs and ladders, getting in and out of work vehicles, bending, stooping, kneeling, pulling, pushing, lifting and carrying over 50 pounds, manipulating small objects, and keyboarding.
- Perform job duties in a variety of environmental conditions both indoors and outdoors, such as hot, cold, damp, wet, dry, muddy, dusty, greasy, noisy, wind, rain, snow, sudden temperature changes, etc.
- Make mathematical computations with reasonable speed and accuracy.
- Exercise independent judgement, and deal with many variables and determine specific action.

NECESSARY SPECIAL REQUIREMENTS:

- Must be 18 years of age or older.
- Possess and maintain a valid Ohio driver's license and have a good driving record.
- Pass a pre-employment drug/alcohol screen and criminal background check.
- Preference will be given to applicants possessing an Ohio EPA Class I Water Operator certification, and/or an Ohio EPA Class II Wastewater Operator certification, or an equivalent license from another state transferrable to the State of Ohio, or an Ohio EPA Operator in Training certification.
- Must obtain an Ohio EPA Class I Water Operator certification, and/or an Ohio EPA Class II Wastewater Operator certification, or make significant progress toward attainment, within one year from date of hire. The priority on which certification is to be attained first is dependent on the Village's operational needs as determined by the village administrator.
- Work evenings, weekends and holidays as needed.
- Mandatory on-call response for emergency situations determined by the supervisor or designee.
- Must maintain any certifications or licenses required by the Village to fulfill the functions of this position.
- Ability to meet the physical demands to successfully perform the functions of this position, under the range of environmental conditions as described and characterized above.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; motor vehicle record (MVR) check; job related tests may be required. **Preference will be Given to those who possess a Class 1 Wastewater License.**

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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