



CITY OF FAIRVIEW PARK

20777 Lorain Road
Fairview Park, Ohio 44126-2018
- Established in 1910 -

Eileen Ann Patton, Mayor

JOB OPPORTUNITY

Job Title: Wastewater Collection Systems Operator
Supervisor: Service Supervisor
Term: Part Time, Hourly
Pay Rate: \$22.60 - \$27.10 per Hour

About This Opportunity

The City of Fairview Park is hiring at least one part-time Wastewater Collection Systems Operator to provide operator of record services to the City of Fairview Park wastewater collection systems in accordance with applicable rules and regulations of the State of Ohio. This position will work a part-time flexible schedule that may include holidays and weekends to complete required duties and responsibilities. Applicants must be certified by the State of Ohio as at least a Class II Wastewater Collection Professional Operator or a Class II Wastewater Works Professional Operator at the time of application. The City of Fairview Park is an Equal Opportunity Employer. Interested applicants must complete an [Employment Application](#) and return it to hr@fairviewpark.org or mail to the Human Resources, City of Fairview Park, 20777 Lorain Road, Fairview Park, Ohio 44126.

Job Description

Serves as the Operator of Record for the City of Fairview Park Wastewater Collection Systems. Responsible for tasks associated with the successful operation and record keeping of the collection systems in accordance with applicable rules and regulations of the State of Ohio. Assists in the direction and completion of maintenance tasks. Effectively communicate issues pertinent to said operations and ensure compliance with all rules and regulations. Perform additional responsibilities as requested.

Specific Description of Duties

- Check operations at each location in the City of Fairview Park collection system as required by OAC Rule 3745-7-03 OR 3745-7-04.
- Perform the technical operation of the facility.
- Be responsible for process adjustments and the proper operation and maintenance of the facility. This shall include routine and preventative maintenance.
- Maintain a log book record of all operational activities at the facility in accordance with OAC Rule 3745-7-09.
- Perform, observe and log routine and preventative maintenance, in accordance with OAC Rule 3745-7-09, and instruct maintenance personnel on any of the day-to-day checks as needed.
- Ensure all necessary laboratory work and process testing is performed by or at the direction of a certified professional operator. The Operator shall be responsible for the management and coordination of any required testing by a third party laboratory, Ohio EPA reporting, and obtaining and maintaining all necessary licenses, certifications and accreditations as may be necessary to operate, maintain and manage the facilities.
- Ensure sampling and testing are performed on time and as required.
- Perform administrative duties when submitting and reporting information required by Ohio EPA.
- Ensure all relevant personnel, including but not limited to the owner and other certified professional operators associated with a facility, are notified of written correspondence from or to Ohio EPA. Ensure that correspondence from Ohio EPA, including compliance letters,

monitoring schedules and relevant permits, are shared between the System, the Operator and any certified professional operators associated with the facility.

- Be available on a 24-hour on-call basis to give on-site assistance and respond to emergencies within one (1) hour of being notified.
- Complete, sign and submit all necessary governmental agency reporting for the operation of the facilities, which will include monthly and annual requirements.
- Ensure an appropriately certified professional operator is provided when the listed professional operator of record for the facility is unavailable due to vacation, holiday, illness, etc.
- Comply at all times with the responsibilities of a certified professional operator and provisions of OAC Chapters 3745, 6111, and 6109 and the rules promulgated thereunder.
- perform additional responsibilities as requested

Requirements

- Certified at all times by the State of Ohio as at least a Class II Wastewater Collection Professional Operator or a Class II Wastewater Works Professional Operator;
- High School Diploma or GED;
- Able to take direction and instruction and work efficiently and independently;
- Good verbal and written communication skills;
- Professional appearance and demeanor;
- Ability to work a flexible schedule that may include evenings, weekends, and holidays; and
- Must visit and document the collection systems facilities five (5) days a week.