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| Job Description: | Chief Operator of Water Wastewater Treatment Plant | Job Number 106 |
| FLSA Status: | Non-Exempt / Classified | Revised Jul-2003 Revised Apr-28-2004 Revised Nov-19-2009 Revised Sept. 8, 2022 |
| Reports to: | Director of Public Utilities | |

The purpose of this position is to assure that the water plant provides an adequate and safe supply of potable water or that the wastewater plant produces safe wastewater which meets the requirements of the Ohio Administrative Code, the Ohio Revised Code, and any other federal or state regulations which dictate operation by supervising and coordinating the operation, maintenance and repair of the facility.

Essential Functions:

1. Maintains the security of the water or wastewater treatment facility.
2. Fulfills responsibilities of Operator in Responsible Charge (ORC) for the Water or Wastewater facility
3. Prepares work schedules of plant operators and maintenance workers as well as coordinates and supervises shift activities to ensure continual safe, efficient operation of the plant.
4. Inspects plant facilities on a regular basis to ensure that equipment is functioning properly, to identify operational or safety problems, and to ensure facility maintains all Federal, State and City regulations.
5. Diagnoses operational problems and recommends possible alterations, adjustments, and/or procedural changes to correct the problem, and reports such problems to the Director of Public Utilities.
6. Checks and reviews log records, gauges, meters, and other measuring and testing devices.
7. Participates in preparing operational reports, inventory control records, facility expenditure estimates, time sheets for payroll, and various other records and reports.
8. Monitors and analyzes the results of lab tests and adjusts chemical feeding rates for effective water/wastewater treatment.
9. Establishes and maintains effective preventive maintenance schedules.
10. Identifies equipment modification, repair, and replacement needs and priorities;
11. Purchases plant chemical and supplies in accordance with established guidelines and procedures, reviews account balances prior to purchases.
12. Conducts and supervises on-the-job training of assigned personnel.
13. Responds to plant alarms and resolves operational problems, warns employees of existing safety hazards, and ensures that the proper corrections are made.
14. Responds to operational, electrical, and mechanical problems, and implements solutions.
15. Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
16. May require the performance of other essential functions depending upon work location or assignment.

Required Knowledge, Skills and Abilities:

Knowledge of:

1. Basic literacy and math
2. Safety practices in the operation of electrical and mechanical equipment

Skilled in:

1. Controlling operations of equipment or systems.
2. Watching gauges, dials, or other indicators to make sure a machine is working properly.
3. Conducting tests and inspections of products, services, or processes to evaluate quality or performance.
4. Considering the relative costs and benefits of potential actions to choose the most appropriate one.
5. Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
6. Motivating, developing, and directing people as they work, identifying the best people for the job.
7. Understanding written sentences and paragraphs in work related documents.
8. Talking to others to convey information effectively.
9. Managing one's own time and the time of others.

Ability to:

1. Observe or monitor data, machinery, and equipment to determine compliance with prescribed operating or safety standards.
2. Work with and around chemicals or similar solutions using only normal protective equipment.
3. Monitor and make adjustments to Windows-based computer programs.
4. Tell when something is wrong or is likely to go wrong.
5. Apply general rules to specific problems to produce answers that make sense.
6. See details at close range (within a few feet of the observer).
7. Quickly and repeatedly adjust the controls of a machine to exact positions.
8. Understand and follow oral and written instructions in the English language.
9. Communicate effectively in writing as appropriate for the needs of the audience
10. Work cooperatively with other City employees.
11. Work safely without presenting a direct threat to self or others and comply with OSHA regulations.
12. Perform the physical requirements of the job: standing, climbing stairs, walking, bending, stooping, lifting and carrying over 50 pounds, manipulating small objects, and keyboarding.
13. Satisfactorily pass a pre-employment and random drug screen.

Acceptable Education, Training and Experience: A minimum of five years of experience in water or wastewater plant operations. Other combinations of experience and education which meet the minimum requirements may be substituted. Must hold an appropriate OEPA certification to supervise the local treatment facility. Must obtain full certification in chemistry and microbiology in the Water Plant Laboratory and certification in the Wastewater Plant Laboratory.

Job Setting: The duties of this position will be performed within and around the Water or Wastewater Plant. The plant may be environmentally controlled. However, the incumbent may encounter any type of environmental conditions while outside the buildings: hot, cold, damp, wet, humid, dry, noisy, dirty, greasy, sudden temperature changes, etc. The incumbent will be expected to work alone, around others, under stress, under minimal supervision, and under deadlines.

| Career Progression | |
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| From: Water or Wastewater O&M technician IV | To: Assistant Director |

It is the intent of the City of Mount Vernon to be as consistent as is possible on all job descriptions on all comparable jobs, while recognizing that each position has duties and responsibilities specific to each department.