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|---------------------------------|---|-------------------------|---|
| Job Title: | Chief of Water Operations Operator I, Operator of Record | Job Category: | Government |
| Department/Group: | Utility Department | Status | Exempt The federal Fair Labor Standards Act (FLSA) |
| Location: | 140 Park St | Travel | Yes |
| Level/Salary Range: | OhioEPA & Governed by | Position Type: | Full-time |
| HR Contact: | | Date posted: | Click here to enter a date. |
| Will Train Applicant(s): | Yes | Posting Expires: | Click here to enter a date. |
| External posting URL: | http://www.ashvilleohio.gov/index.php/how-do-i/apply-for-a-job | | |
| Internal posting URL: | http://www.ashvilleohio.gov/index.php/how-do-i/apply-for-a-job | | |

Applications Accepted By: Currently Not Vacant

FAX OR E-MAIL:
 (740) 983-4703 or fchristma@ashvilleohio.gov
Attention: Franklin Christman, Village Administrator

MAIL:
 Village Administrator
 Village of Ashville
 P.O. Box 195, 200 East Station Street, Ashville Ohio 43103

Job Description

POSITION SUMMARY:

The Chief of the Water Operations of the Utility Department is a Licensed Operator I and Operator of Record. This position is a salaried exempt for the Village of Ashville. In collaboration with the Chief of Wastewater Operations is responsible for the utility staff supervision and performance. The employee performs tasks as a group or alone at a job site. The work assignment is on a continual basis with a regular schedule. Job requires employee to follow clearly prescribed work methods and safety practices. Employee may be requested and can perform work duties in response to other emergency conditions.

ESSENTIAL JOB FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Indicate the level of performance by filling in each line with the appropriate rating. Please review the definitions included with the performance appraisal packet, and mark the rating the matches the employee's performance. For example, a level 5 is the highest possible rating.

1 = Unsatisfactory 2= Decreased Performance 3 = Acceptable 4 = Excellent 5 = Outstanding

CRITERIA BASED STANDARDS

ESSENTIAL DUTIES

**Water Utility Department Functions Chief of Water Operation for OhioEPA Class One License
 A Manage Source Water**

- 1 A-1 Identify source water area
- 2 A-2 Develop source water protection program
- 3 A-3 Identify source water contamination
- 4 A-4 Implement source water protection program
- 5 A-5 Develop Surce water sampling program
- 6 A-6 Develop well maintenance program
- 7 A-7 Implement well head protection program
- 8 A-8 Identify future source waters

Operate Water Treatment Facility

- 9 B-1 Complete facility inspection checklist (e.g., visual, sound)
- 10 B-2 Record meter readings
- 11 B-3 Complete Daily Logs
- 12 B-4 Backwash filters
- 13 B-5 Regenerate water softeners
- 14 B-6 Calibrate bench top meters (e.g., chlorine, hardness, pH)
- 15 B-7 Obtain chlorine test results (e.g., free, total, combined)
- 16 B-8 Obtain pH results
- 17 B-9 Obtain hardness results
- 18 B-10 Obtain iron results
- 19 B-11 Obtain alkalinity results
- 20 B-12 Obtain fluoride results
- 21 B-13 Obtain routine bacteria results
- 22 B-14 Calculate chemical dosages

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| 23 | B-15 Adjust chemical feeds |
| 24 | B-16 Fill day tanks |
| 25 | B-17 Refill bulk chemical storage |
| 26 | B-18 Monitor water storage levels |
| 27 | B-19 Monitor system pressure |
| 28 | B-20 Balance high service pumps |
| 29 | B-21 Change chlorine cylinders |
| 30 | B-22 Interpret collective test data |
| 31 | B-23 Change flow charts |
| 32 | B-24 Check safety equipment (e.g., fire extinguishers, PPE, SCBA) |
| 33 | B-25 Receive deliveries (e.g., chemicals, operating supplies) |
| Perform EPA Sampling Requirements | |
| 34 | C-1 Obtain manganese results |
| 35 | C-2 Obtain dissolved oxygen results |
| 36 | C-3 Collect nitrate/nitrite samples |
| 37 | C-4 Collect iron samples |
| 38 | C-5 Collect special bacteria samples |
| 39 | C-6 Collect asbestos samples |
| 40 | C-7 Collect lead & copper samples |
| 41 | C-8 Collect inorganics samples |
| 42 | C-9 Collect organics samples |
| 43 | C-10 Collect VOC samples |
| 44 | C-11 Collect SOC samples |
| 45 | C-12 Collect metals samples |
| 46 | C-13 Collect radiological samples |
| 47 | C-14 Collect sodium samples |
| 48 | C-15 Collect cryptosporidium/giardia samples |
| 49 | C-16 Collect arsenic samples |
| 50 | C-17 Collect TTHM/HAA5 samples |
| 51 | C-18 Collect unregulated contaminants samples |
| Distribution System | |
| 52 | D-1 Search for unaccounted for water |
| 53 | D-2 Read water meters |
| 54 | D-3 Repair water leaks (e.g., water lines, meters, valves) |
| 55 | D-4 Repair/ replace water meters |
| 56 | D-5 Perform service-oriented work orders (e.g., turn on/turnoff, reread, water quality) |
| 57 | D-6 Monitor chlorine residual levels |
| 58 | D-7 Exercise main line valves |
| 59 | D-8 Update distribution maps |
| 60 | D-9 Conduct flow & pressure analysis |
| 61 | D-10 Flush hydrants |
| 62 | D-11 Inspect hydrants (e.g., leaks, broken valves, drains) |
| 63 | D-12 Replace hydrants |
| 64 | D-13 Repair hydrants |
| 65 | D-14 Inspect new water line installations |
| 66 | D-15 Replace water mains |
| 67 | D-16 Perform service line installation & taps |
| 68 | D-17 Locate water services (e.g., taps, mains, valves) |
| 69 | D-18 Replace valve boxes |
| 70 | D-19 Repair main line valves |
| 71 | D-20 Lower/raise meter vaults/pits |
| 72 | D-21 Maintain booster stations |
| 73 | D-22 Collect main break bacteria samples |
| 74 | D-23 Perform grounds maintenance (e.g., mow, trim, plow) |
| 75 | D-24 Paint hydrants |
| 76 | D-25 Disinfect water mains (e.g., new lines, main breaks) |
| 77 | D-26 Thaw frozen meters |
| 78 | D-27 Thaw frozen service lines |
| 79 | D-28 Evaluate system temperatures |
| 80 | D-29 Dig out buried hydrants |

Maintain Water Treatment Facility

- 81 E-1 Develop preventive maintenance program
- 82 E-2 Grease pumps (e.g., well, high service, feed)
- 83 E-3 Calibrate flow meters
- 84 E-4 Evaluate pump efficiency (e.g., well, high service, feed)
- 85 E-5 Evaluate filter efficiency
- 86 E-6 Evaluate softener efficiency
- 87 E-7 Evaluate motor electrical efficiency
- 88 E-8 Evaluate aeration efficiency
- 89 E-9 Evaluate chemical feed efficiency
- 90 E-10 Calibrate chemical feeders
- 91 E-11 Calibrate pressure gauges
- 92 E-12 Calibrate water level sensors
- 93 E-13 Evaluate system supply & demand
- 94 E-14 Perform emergency repairs (e.g., pumps, feeders, motors)
- 95 E-15 Exercise standby generators
- 96 E-16 Perform generator maintenance
- 97 E-17 Repair pumps (e.g., well, service, feed)
- 98 E-18 Replace pumps (e.g., well, service, feed)
- 99 E-19 Adjust pumpimpellers
- 100 E-20 Troubleshoot electrical problems
- 101 E-21 Change oil in pump motors
- 102 E-22 Replace softener media
- 103 E-23 Maintain filters (e.g., iron & manganese, green sand, media)
- 104 E-24 Perform storage tank cleaning
- 105 E-25 Exercise plant valves
- 106 E-26 Clean Venturi meters
- 107 E-27 Repair control valves
- 108 E-28 Replace control valves
- 109 E-29 Check pump motor alignment
- 110 E-30 Maintain water treat- ment plant security
- 111 E-31 Perform general house- keeping (e.g., empty trash, mop, sweep floors)
- 112 E-32 Provide inside/outside lighting
- 113 E-33 Perform facility groundskeeping (e.g., mow, trim, plow)
- 114 E-34 Paint facility (e.g., floors, walls, railings)
- 115 E-35 Install new equipment (e.g., monitoring, feeders, pumps)
- 116 E-36 Perform vehicle maintenance

Maintain Source Water

- 117 F-1 Monitor source water area
- 118 F-2 Monitor level of source water
- 119 F-3 Perform pump/flow test
- 120 F-4 Perform preventive maintenance on well pumps
- 121 F-5 Perform well cleaning
- 122 F-6 Disinfect well
- 123 F-7 Collect well scan samples
- 124 F-8 Repair well pumps (e.g., impeller, casing, screen)
- 125 F-9 Replace well pumps (e.g., impeller, casing, screen)
- 126 F-10 Rotate usage of wells

Perform Emergency Leak Repair

- 127 G-1 Evaluate severity of water leaks
- 128 G-2 Notify customers (e.g., police, fire, schools)
- 129 G-3 Obtain repair parts
- 130 G-4Coordinate traffic control
- 131 G-5 Issue boil alerts (e.g., radio, TV, EPA)
- 132 G-6 Repair water main breaks
- 133 G-7 Coordinate leak repair restoration (e.g., road, landscaping, sidewalk)

Provide Customer Service

- 134 H-1 Resolve customer complaints (e.g., quality, quantity, billing)
- 135 H-2 Respond to customer questions (e.g., water softeners, contractors, troubleshooting)
- 136 H-3 Provide public right-to-know information (e.g., CCR, test results, consumption)
- 137 H-4 Provide information to contractors/developers (e.g., mapping, flow pressure, availability)
- 138 H-5 Perform final meter readings (e.g., moving, vacation, repairs)
- 139 H-6 Provide plant tours
- 140 H-7 Provide public relations (e.g., schools, service organizations, fairs)
- 141 H-8 Provide bulk water

Manage Staff/Contractors

- 142 I-1 Conduct hiring process in colabroation with Chief of Wastewater
- 143 I-2 Provide employee training in colabroation with Chief of Wastewater
- 144 I-3 Conduct employee evaluations in colabroation with Chief of Wastewater
- 145 I-4 Provide policy information to employees in colabroation with Chief of Wastewater
- 146 Departmental policies and procedures in colabroation with Chief of Wastewater with the approval of the Village Administrator.
- 147 I-5 Schedule employees in colabroation with Chief of Wastewater
- 148 I-6 Approve employee timesheets in colabroation with Chief of Wastewater
- 149 I-7 Administer employee discipline in colabroation with Chief of Wastewater
- 150 I-8 Coordinate leak repairs with contractor/service department
- 151 I-9 Coordinate water tower inspections
- 152 I-10 Coordinate water tower repairs
- 153 I-11 Coordinate water tower repainting
- 154 I-12 Coordinate replacement of water tower ground clearance lights
- 155 I-13 Coordinate future growth analysis
- 156 I-14 Oversee well abandonment
- 157 I-15 Coordinat e well drilling

Administer Water Treatment Programs

- 158 J-1 Implement backflow prevention program
- 159 J-2 Implement disinfection by-products program
- 160 J-3 Implement distribution sampling plan
- 161 J-4 Develop flow model program
- 162 J-5 Implement hydrant flushing
- 163 J-6 Implement lead & copper program
- 164 J-8 Implement mapping program
- 165 J-9 Implement preventive maintenance program (e.g., source water, plant, distribution)
- 166 J-10 Implement safety program (e.g., confined space, lockout/tagout, fall protection)
- 167 J-11 Imple-ment valve exercising program

Perform Administraiive Activities

- 168 K-1 Prepare monthly operating reports to Village Council, Mayor, Village Administrator, and citizens of Ashville.
 - 169 K-2 Prepare EPA sourcewater report
 - 170 K-3 Prepare total chlorine quarterly report
 - 171 K-4 Prepare DNR well withdrawal report
 - 172 K-5 Prepare lead & copper
 - 173 K-6 Update backflow prevention program
 - 174 K-7 Update disinfection by-products program
 - 175 K-8 Update distribution sampling plan
 - 176 K-9 Update flow model program
 - 177 K-10 Update hydrant flushing program
 - 178 K-11 Update lead & copper program
 - 179 K-13 Update mapping program
 - 180 K-14 Update preventative maintenance program
 - 181 K-15 Update safety program
 - 182 K-16 Update valve exercising program
 - 183 K-17 Update consumer confidence report
 - 184 K-18 Participate in sanitary survey
 - 185 K-19 Prepare sample submission report
 - 186 K-20 Prepare purchase order requests
 - 187 K-21 Review proposed construction prints
 - 188 K-22 Prepare permits to install
 - 189 K-23 Seek grant funding
 - 190 K- 24 Attend meetings (e.g., council, public, staff)
 - 191 K-25 Perform unaccounted- for water loss calculations
 - 192 K-26 Approve invoices for payment
 - 193 K-27 Prepare bid specifications
 - 194 K-28 Deliver presentations (e.g., council, public, Ohio EPA)
 - 195 K-29 Prepare operating budget
 - 196 K-30 Maintain operating budget
 - 197 K-31 Maintain records (e.g., mapping, test results, employee)
 - 198 K-32 Establish water rates (e.g., tap fees, bulk water rate, customer consumption)
 - 199 K-33 Maintain MSDS
 - 200 K-34 Maintain inventory (e.g., parts, supplies, chemicals)
 - 201 K-35 Review permits for line extensions
 - 202 K-36 Maintain documentation of service issues
 - 203 K-37 Maintain O&M manual
- Carry a cell phone while on standby duty, which are a 7-day, 24 hour sewer and water department.

Maintain Contingency Plan

- 204 L-1 Develop plant operations contingency plan
- 205 L-2 Develop source water contingency plan
- 206 L-3 Develop distribution contingency plan
- 207 L-4 Update plant operations contingency plan
- 208 L-5 Update source water contingency plan
- 209 L-6 Update distribution contingency plan
- 210 L-7 Recommend succession plan for single operator system

Maintain Professional Certifications

- 211 M-1 Obtain Class I Operator's license
- 212 M-2 Maintain plant certification
- 213 M-3 Maintain lab certification
- 214 M-4 Provide certified operator training
- 215 M-5 Participate in certified operator training
- 216 M-6 Participate in conferences, seminars, & trade shows
- 217 M-7 Maintain records of certification
- 218 M-8 Prepare license renewal form
- 219 M-9 Participate in lab survey

Human Resources

- 220 As the Chief of Waterwater Operations and Opeator of Record will have 24 hour a day, seven day a week responsibility.
- 221 All above Personnel Functions must be done in colabration with water, storm and service departments

Wastewater Department Functions

- 222 Under OhioEPA Class II or "Operator of Record" assist with facility operation.
- 223 Under OhioEPA Class II or "Operator of Record" assist with testing requirements.
- 224 Under OhioEPA Class II or "Operator of Record" assist with documenation.
- 225 Under OhioEPA Class II or "Operator of Record" documents daily water deliveries.

General Function

- 226 Provides positive customer services, external and internal.
- 227 Performs all duties in conformance with appropriate safety and security standards.
- 228 Maintain confidentiality in respect to all matters as governed by local Ordinance, State, and Federal Laws.
- 229 Flexibility in receiving and performing work assignments.
- 230 Participate in Continuing Quality Improvement.
- 231 Attend continuing education in-services, as needed.
- 232 Fosters an atmosphere of teamwork and collaboration by assisting co-workers and other departments as needed and directed.

Other Duties as Assigned

- 233 Perform special projects and related duties as required or assigned by the Mayor, Village Administrator, and/or designee.
This number is the average of the above scores

ABILITY AND INTERPERSONAL COMMUNICATIONS:

COMMUNICATIONS

INTERNAL: Full-time Staff, Service Department Superintendent, Village Administrator, and Mayor.

EXTERNAL: Local Community (Ashville Residents), General Community (Residents outside of Ashville), and Phone Contacts.

QUALIFICATIONS

Minimum Qualifications:

- High school diploma or GED equivalent
- Plus one to two years relevant work experience, or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities
- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and measure data.

Special Requirements:

- A valid Ohio Driver's License
- CPR/First Aid certification or ability to acquire when made available through the Village of Ashville.

Tools and Equipment Used:

- Motorized vehicles and equipment, including dump truck, snow plow, pickup truck, utility truck, tractor, lawn mower, bush hog, tamper, saws, pumps, propane kettle, propane torch, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio and telephone, electric welder, jackhammer, small motorized equipment, etc.

Knowledge Skills:

- Knowledge of maintenance equipment and operating methods; preventive maintenance and operating methods; facility, materials and procedures used in maintenance, construction and repair activities; traffic laws; standard safety practices

- Skill in operation of some of the listed tools and equipment
- Ability to follow instructions, perform manual labor for extended periods of time under varying weather and other adverse conditions; follow and apply safety practices to practical work situations; maintain good working relations with the general public; push, pull, lift and move objects; maintain basic work records; exhibit a mechanical aptitude; exercise sound judgment when driving in snow and slippery road conditions.

PHYSICAL REQUIREMENTS

Employee is in general good health able to perform essential job functions either unaided or with assistance of reasonable accommodations. This determination will be made on a case by case basis by management, for otherwise qualified persons who, because of an AD disability, are unable to perform the physical or mental requirements for the job. The physical demands listed are illustrative of demands most commonly imposed on the incumbent of this position.

While performing duties of this job the employee:

- Frequently gets into and out of trucks and other equipment.
- May sit for extended periods of time when operating equipment
- May walk or climb over ditches or other rough terrain, balance, stoop, kneel, crouch, crawl, or stand for extended periods of time
- Commonly lifts or exerts physical effort in moderate to heavy work and may experience excessive vibrations when operating jackhammer, chain saw and possibly other light motorized equipment
- Must have the visual and physical ability to safely operate light motorized equipment, including good reaction times
- Ability to drive at night and in inclement weather conditions, color and peripheral vision, depth perception, and ability to adjust focus
- Ability to lift or move objects up to 75 pounds
- Ability to deal effectively with stress.

Work Environment:

Good working conditions but with consistent exposure to weather conditions including heat, snow, ice and other possibly inclement conditions. Frequent exposure to dirt, dust, hot asphalt, fumes, dampness, mud and noise. Ability to take the necessary precautions for the safety of self and others inherent when working with machinery/construction areas including such things as thrown debris, hot temperatures, electrical shock, loud noises, cutting utility lines, etc.

Selection Guidelines

- Formal application, rating education and experience, oral interview and reference check. Job related testing may be required.
- The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar, related, or a logical assignment to the position
- The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

A signature constitutes a statute of limitation on any action after six months of leaving employment.

EMPLOYEE UNDERSTANDING AND AGREEMENT

| | | | |
|---|--|------------|-------------------|
| Reviewed By: | Employee, Chief of Water Operations, James Welsh | Date: | |
| Signature | | | |
| I understand, and will perform, the duties and requirements specified in this job description. | | | |
| Administrative Approval: | Village Administrator, Franklin Christman | Date: | |
| Signature | | | |
| Review Approval: | Personnel Director, Brian Garvine | Date: | |
| Signature | | | |
| Last Updated By: | Village Administrator in collaboration with Utility Chiefs | Date/Time: | 1/28/2019 1:24 PM |