



CITY OF MASSILLON WWTD JOB DESCRIPTION

Certified

6-10-2022

Jamie Slutz, Mayor | 330.830.1700
Renée Baker, Director of Public Service and Safety | 330.830.1702

Job Title: Wastewater Plant Operator
Department: Wastewater Treatment Department
Position Type: Full Time

Status: Classified
Reports to: Manager of WWTD
As of: May 2026

POSITION SUMMARY

Under general supervision from WWTD, Wastewater Plant Operator is responsible for semi-skilled technical work of a demanding nature. Work involves operations, inspections and minor maintenance on equipment and approved methods of wastewater and other conduits of this nature. Wastewater Plant Operator perform daily tasks associated with operational routines to ensure plant compliance. Wastewater Plant Operator will need to have a Water Reclamation I Certification from the State of Ohio EPA within 24 months of the date hire.

ESSENTIAL DUTIES AND RESPONSIBILITIES FOR THE WWTD

Incumbent works under supervision of the Chief Plant Operator, Supervisor, Superintendent and Manager, performing a variety of complex analytical, writing, presentation, and recordkeeping assignments. The duties listed below are illustrative only and are not meant to be a complete and exhaustive listing of all of the duties and responsibilities of the classification.

- Operates a variety of wastewater treatment facility equipment (e.g. chlorination unit, bar screen, vacuum filters, tertiary treatment devices, etc.); monitors the performance of aeration and settling tanks.
- Takes samples at various stages of the wastewater treatment process; performs basic laboratory tests for process control; reads and records data from a variety of gauges, meters and other measuring devices; assists with establishing operating control parameters; maintains accurate operational logs and reports.
- Inspects equipment to determine if operating properly; changes and updates charts as required; performs minor maintenance tasks (e.g. lubricates equipment, cleans, washes and changes filters; cleans and repairs screens, grids, chemical unloading equipment, etc.); may assist in the repair of major equipment.
- Knowledge of wastewater treatment systems and facilities, safety practices and procedures, chemicals used in wastewater treatment process, wastewater treatment equipment operation; ability to deal with problems involving several variables in familiar context, understand manual and verbal instructions technical in nature.
- Performs any other work necessary pertaining to the Wastewater Treatment Facility.
- Available "On-Call" during non-regular scheduled hours and for overtime as needed.
- Other duties as assigned by management.

SUPERVISORY RESPONSIBILITIES

This position does not include supervisory responsibilities

QUALIFICATIONS

To perform this job successfully, the selected candidate must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

- Possess a High School Diploma or GED
- Possess a valid Ohio Driver's License.
- Must have 24 months of work experience.
- Must have a Water Reclamation I Certification from the State of Ohio EPA within 24 months of the date hire.
- A CDL is not required, but preferred and could be required to be obtained at the discretion and financial cost of the City.

SKILLS AND ABILITIES

- Has basic knowledge of hand tools and power tools used in wastewater maintenance activities (wrench, hammer, screwdriver, tape measure, level, drill, impact gun, mop/broom).
- Demonstrates physical fitness.
- Utilizes computer to complete work assignments including data entry.
- Ability to work cooperatively and effectively with WWTd employees, regulators, consultants, contractors, and others.
- Ability to write clear, accurate, and organized plans and procedures.
- Ability to use MSWord, PowerPoint, Outlook, Excel, and Adobe Acrobat.
- Ability to read measurements, record information, and interpret results.
- Effective verbal and written communication skills. Ability to adapt communication style to suit different audiences.

PHYSICAL DEMANDS

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is frequently required to sit and is occasionally required to climb stairs and ladders or balance and stoop, kneel, crouch, or crawl, and taste or smell. The Wastewater Plant Operator must be able to regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee must have the ability to enter confined spaces such as tanks, vaults, and large diameter pipelines.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this Job. The employee works in the industrial environment of a wastewater treatment plant, wastewater collection system, support structures, and confined space environments; and is exposed to moving mechanical parts. The work involves working around toxic and hazardous chemicals used in the wastewater treatment process. The employee is occasionally exposed to interior wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock; vibration and moving mechanical parts. The noise level in the work environment is occasionally loud. The Wastewater Plant Operator must be able to respond to a request to work on short notice.