



# CITY OF MASSILLON WWTD JOB DESCRIPTION

Certified

10-15-2024

Jamie Slutz, Mayor | 330.830.1700

Renée Baker, Director of Public Service and Safety | 330.830.1702

**Job Title: Chief Plant Operator**

**Department: Wastewater Treatment Department**

**Position Type: Full Time**

**Status: Classified**

**Reports to: Manager of WWTD**

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## POSITION SUMMARY

Under general Supervision from WWTD, the Chief Plant Operator is responsible for the direction and completion of daily work assignment tasks and training of workers utilizing safety precautions and best practices for each task and/or on each piece of equipment. This position directs Collection system maintenance and performs other related work as required.

## ESSENTIAL DUTIES AND RESPONSIBILITIES FOR THE WWTD

Incumbent works under supervision of the Supervisor, Superintendent, and WWTD 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.

- Implementing policies and procedures in compliance with all applicable State, Federal and Local rules, and regulations.
- Operates a variety of wastewater treatment facility equipment (e.g. chlorination unit, bar screen, vacuum filters, tertiary treatment devices, sludge digestion tanks, sludge thickeners, etc.) used in treatment of sewage; oversees the performance of aeration and settling tanks, comminutors, primary tanks; monitors the sludge dewatering process to maintain maximum efficiency.
- Takes samples at various stages of the wastewater treatment process; measures amounts of dissolved oxygen in settling tanks; reads and records data from a variety of gauges, meters and other measuring devices; establishes operating control parameters.
- Inspects equipment to determine if operating properly; changes charts as required; performs minor maintenance tasks (e.g. lubricates equipment, cleans, washes and changes filters, etc.); may assist in the repair of major equipment. Helps in preparation of annual operating budget.
- Available "On-Call" during non-regular hours and for overtime emergencies.
- Overseeing policies, procedures, and forms related to the operations of the facility and safety for Industrial Technicians and laborers.
- Conducts training and equipment changes needed for facility's operations.
- Maintaining necessary documentation, records, and permits.
- Performs other duties as assigned.
- Operation of gravity belt dewatering equipment and calibration of various liquid solution injection equipment.
- Assists with reviewing completed work orders and procedures pertaining to daily operation and maintenance of treatment works needed.

## SUPERVISORY RESPONSIBILITIES

Plant Operator, Plant Operator I, Plant Operator II, Plant Operator III, Laborer, Maintenance Technicians, Collection Operators.

## **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**

- High School diploma or GED, completion of secondary education supplemented by coursework in wastewater treatment.
- 5 years with a valid Class III Wastewater Operator Certification from the State of Ohio, or 7 years with a valid Class II Wastewater Operator Certification from the State of Ohio, or 10 years with a valid Class I Wastewater Operator Certification from the State of Ohio.
- Possess a valid Ohio driver's license
- A state of Ohio Commercial Driver's license (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**

- Ability to work cooperatively and effectively with WWTD employees, regulators, consultants, contractors, insurance company representatives, and others.
- Effective verbal and written communication skills. Ability to adapt communication style to suit different audiences.
- Ability to facilitate group discussions.
- Attention to detail.
- Ability to write clear, accurate, and organized plans and procedures.
- Ability to follow up on feedback to ensure positive outcomes.
- Ability to develop policies, programs and lesson plans based upon regulatory requirements and the specific needs of various divisions at the WWTD.
- Ability to plan, organize, and prioritize work to ensure that critical functions are completed on time and within budget.
- Ability to use MSWord, PowerPoint, Outlook, Excel, and Adobe Acrobat.
- Ability to compile, evaluate, diagnose and analyze complex data and information from current information and historical trends, and be able to recommend and take appropriate actions.
- Initiative, dependability, and the ability to operate independently.
- Ability to read measurements, record information, and interpret results.
- Advanced knowledge of EPA sampling, equipment and methodology, operating permits, operating reports and annual sludge disposal procedures.
- Advanced knowledge of wastewater treatment systems and facilities, safety practices and procedures, chemicals used in wastewater treatment process and wastewater treatment equipment.
- Demonstrates physical fitness.

**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 Chief 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, 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 Chief Plant Operator must be able to respond to a request to work on short notice.