

Title	Wastewater Treatment Plant Chief Operator
Category	Environmental Services
Description	<p>JOB OBJECTIVES: Under general supervision of the Portage County Wastewater Treatment Plant Supervisor, the Portage County Wastewater Treatment Plant Chief Operator, herein after known as the Chief Operator, is responsible for performing semi-skilled and skilled tasks in the operation and maintenance of the Portage County Wastewater Treatment Plants, herein after known as PC-WWTPs, designed to meet local, Federal and State EPA regulations, including the treatment of wastewater to prevent pollution of receiving waters.</p> <p>ESSENTIAL JOB FUNCTIONS:</p> <ul style="list-style-type: none"> ▪ Utilize all appropriate resources for timely, safe, and effective work progression. Resources include: associates, tools, computers, equipment, parts, supplies, lubricants, manuals, texts, design data, records, plan-sheets, etc. ▪ Understand and follow work practices that support personal and operational safety. Maintain operating systems within designated limits and performance ratings. ▪ Record data from charts, meters, graphs, instruments and daily operations into formatted records and journals. ▪ Troubleshoot failures with equipment, controls, and treatment processes using appropriate resources to identify and resolve problems. ▪ Assist in performing mechanical, electrical, signal, plumbing, HVAC repairs and service. ▪ Perform work from ladders and various powered man-lifts. Work within confined spaces utilizing appropriate procedures, devices, and personal protective gear. ▪ Perform a wide range of maintenance and repair services throughout the facility including its grounds and structures in accordance with needs, defined schedules, and other requirements. ▪ Understand sampling schedules, techniques, and preservation. Perform laboratory analysis, maintain records, and interpret results. ▪ Perform cleaning, painting, scrubbing, washing, hosing, sweeping and related housekeeping tasks to maintain the appearance and general upkeep of the facility overall. ▪ Support and cooperate with other staff, technicians, and associates to elicit necessary outcomes. ▪ Lift, move, load and unload freight, materials and wastes using tow motor and loaders. ▪ Coordinate plant operations on a daily basis; take responsible charge of the plant in the absence of the PC-WWTPs Superintendent; oversee the

work of plant personnel; furnish operational guidelines for plant personnel; prepare and assigns work schedules.

- Inspect plant to determine efficiency of operation, cleanliness, and maintenance requirements; inspect and review operating logs and records and determines what changes may be necessary in operating routines; confer with PC- WWTPs Superintendent before process changes are implemented.
- Ensure that treatment standards are followed; determine remedial action in emergencies; requisitions chemicals, supplies and repair parts; prepare reports and maintain records.
- Assist in conducting training programs; assist in budget preparation.
- Operate pumps, clarifiers, grit and screening equipment, belt press, centrifuge, aeration tanks blowers, and all other plant equipment.
- Maintain proper chemical balances for wastewater treatment operations including the unloading of chemicals, filling chemical containers, and adjusting chemical levels to maintain proper chemical control.
- Inspect interior and exterior plant equipment (ie. pits and tanks, digesters and heaters).
- Repair and maintain all equipment at the Wastewater Treatment Plant.
- Oversees the operation and maintenance of PC-WWTPs including interior and exterior equipment, controls; all building areas, grounds and structures.
- Control operational maintenance by changing charts, reading and recording gauges and dials, run specific tests as assigned by supervisor, and perform related tasks as required.
- Use sound judgment to monitor and insure that operational performance standards are in compliance with the NPDES permit limits.
- Perform analytical laboratory testing and maintenance testing to recommend technical or procedural modifications to the treatment processes and equipment.
- Review data and prepare daily, weekly, monthly and/or annual reports on various functions related to the PC- WWTPs.
- Supervise, provide technical guidance, train and develop subordinates in the proper operation and maintenance of the Wastewater Treatment Plant.
- Assist the Portage County Wastewater Superintendent with annual budget preparation and long range cost expenditures.
- Visually and audibly inspect both interior and exterior plant equipment for proper operation by walking through the plant facility, climbing up and down stairways, climbing up and down ladders, climbing onto roofs, and entering confined spaces.

- Lean over a variety of tanks and collect samples of wastewater and sludge for analysis.
- Effectively monitor and coordinate operational activities including, but not limited to, reading gauges, dials, graphs, recording data, starting and stopping a wide variety of wastewater treatment equipment.
- Adjust a wide variety of wastewater treatment equipment, such as but not limited to, pump flow rates, valves, chemical feed rates, and aeration rates.
- Perform wastewater laboratory analyses and make mathematical calculations.
- Clean, maintain and repair a variety of wastewater plant equipment found in a Wastewater Treatment Plant.
- Maintain the grounds of the facility and pump stations by mowing, weed eating, etc.
- Possess the knowledge and willingness to execute proper safety procedures as outlined in the Portage County and Water Resources Safety Manual policies.
- Demonstrate regular and predictable attendance.

**Position
Requirements**

NON-ESSENTIAL JOB FUNCTIONS:

Performs related Essential and Non-Essential functions as needed.

JOB REQUIREMENTS:

Equipment: Properly operate and utilize the following: trucks with or without trailers requiring an Ohio CDL "A" with airbrake and tank vehicle endorsements, tractor, pickup truck, mobile man lifts, tow- motor, tracked and articulating loaders, lawn care equipment - sprayers, chain saws; pressure washers, electric powered drills, grinders, saws, hammers, welders, hand, hydraulic and pneumatic tools, ladders, pumps, hoists, generators, diagnostic and laboratory test instruments. Incumbent operates the following office equipment: computer, printer, copier, typewriter, calculator and fax machine.

Critical Skills / Expertise:

- - Knowledge of safety practices and Ohio and Federal environmental laws and regulations.
 - Knowledge of County and departmental policies and procedures.
 - Ability to use word processing and spreadsheet applications.

- Knowledge of wastewater treatment processes and plant operations.
- Ability to read and understand technical manuals, mechanical drawings, parts and electrical schematics.
- Knowledge of procedures for sampling, sample preservation, laboratory practices, and chemical analysis.
- Ability to adjoin group assignments and work equally, cooperatively and productively with associates.
- Ability to present a respectful image and conduct in all matters of public interaction.
- Ability to accept overtime assignments, i.e., extension-of-workday, weekend, holiday, emergency call-out.
- Knowledge of mechanical equipment or equivalent experience in a related field.
- Ability to make arithmetic computations.
- Ability to read and interpret gauges and meters accurately.
- Ability to understand oral and written directions.
- Ability to read blueprints and technical documents.
- Ability to maintain accurate written records.
- Ability to develop and maintain effective working relationships with associates, County officials and the general public.
- Have sufficient vision to complete handwritten forms, read and write the English language, and maintain public records.
- Have sufficient hearing to identify warning signals, buzzers, and/or other audible safety devices.
- Have the ability to conduct effective oral and written communications with co-workers, management, and the general public.

Job Standards: High School education or G.E.D. is required. Employee must possess and maintain a Class III Wastewater Works Operators Certification as issued by the Ohio Environmental Protection Agency. Employee must possess a valid Ohio Driver's License and maintain continuing eligibility under the existing County driver eligibility standards. Possession of a valid State of Ohio Class A commercial driver's license with airbrake and tank vehicle endorsements preferred.

DIFFICULTY OF WORK

Work involves moderately complex, relatively standardized tasks, processes, and operations following established laws and procedures. Incumbent is expected to use independent judgment when resolving work problems and

interpreting general policies and procedures, including local, Federal and State EPA operational procedures.

RESPONSIBILITY

Supervisor provides general guidance, support, and performance intervention as necessary to ensure employee's adherence with County policies and Water Resources standard methods, practices, and procedures. Employee works collaboratively with supervision and others to meet facility operating requirements and objectives.

PERSONAL WORK RELATIONSHIPS

Incumbent has contact with co-workers, County officials and the general public. Employee displays courteous, cooperative, and professional conduct with associates and community members.

PHYSICAL EFFORT AND WORK ENVIRONMENT Physical

Requirements: Employee's work includes various lifting requirements of occasionally up to fifty (50) pounds. Must be able to perform moderate physical labor over a sustained period of time and be able to walk a distance up to 1 mile. Employee must have the strength and dexterity to properly and safely utilize vehicles, other powered apparatus, equipment, and tools.

Physical Activity: Employee performs the following physical activities: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, driving and repetitive motions.

Visual Activity: Employee performs work involving hand to eye coordination, color and depth perception, and peripheral sensory.

Unusual Demands: Must be willing to work split or varied shifts. On a rotational basis, employee will be called-out after hours to evaluate and correct operational problems and will most often do so autonomously. Employee is routinely required to handle a variety of chemicals and other compounds.

Job Location: Incumbent works inside and outside with exposure to temperatures that range from below 32 degrees to above 100 degrees for periods of more than one hour. Incumbent is occasionally exposed to hazards and atmospheric conditions. Incumbent may be required to use a respirator and air monitoring equipment. Occasional work in extreme temperature and weather conditions is also necessary. Use of air monitoring instruments and personal protective equipment are task specific requirements.

**Full-
Time/Part-
Time**

Full-Time

Shift	Days
Union or Non-Union	Union
Classified or Unclassified	Classified
Working hours	
Salary	\$31.43 per hour
Position	Wastewater Treatment Plant Chief Operator
Close Date	
Post Internal Days	0
Number of Openings	1
Exempt/Non-Exempt	Non-Exempt
Req Number	ENV-25-00002
Open Date	8/26/2025
Location	Portage County Water Resources Department
EOE Statement	Portage County is an Equal Opportunity Employer. Applicants requiring reasonable accommodation with the application and/or interview process, please notify the person from whom you obtained this application. All applicants are considered for positions without regard to race, color, religion, sex, national origin, age, marital status, medical condition or disability, veteran/reserve/national guard status, genetic information or any other legally protected status.

This position is currently accepting applications.