



City of New Philadelphia, Ohio

JOB DESCRIPTION

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| Division/Department: Wastewater | Salary: \$30.50 – 32.50 hourly rate |
| Location: Wastewater Treatment Plant | |
| Job Title: Wastewater Facilities Manager | |
| Reports To: Wastewater Superintendents | |
| Supervises: Plant Operators and other plant personnel. | |
| Hours: 40 per week, as scheduled by supervisor. | |

EXEMPT **NON-EXEMPT** **BARGAINING** **NON-BARGAINING**

SUMMARY OF POSITION

Assists in the operation and the maintenance of City's Wastewater Treatment Plant.

EDUCATION REQUIREMENTS

- High school diploma or GED, or equivalent training or experience.
- Reasoning:
 - Ability to solve practical problems.
 - Interpret a variety of written and oral instructions.
 - Take courses pertaining to wastewater treatment or maintenance, as applicable.
- Mathematical:
 - Ability to perform ordinary mathematical and algebraic procedures in standard, practical applications.
 - Basic computer skills.

CERTIFICATION AND/OR LICENSURE REQUIREMENTS, KNOWLEDGE, SKILLS, AND ABILITIES

- Candidates must currently possess OEPA Class III Wastewater Operator certificate.
- Valid Ohio motor vehicle operator's license.
- Possess thorough knowledge of occupational hazards and safety precautions (OSHA).
- Ability to display mechanical aptitude.
- Ability to frequently bend, squat/kneel, twist/turn, and reach above shoulder.
- Ability to occasionally climb, type on keyboard, and work with cold and hot substances.
- Ability to frequently lift up to 20 pounds.
- Ability to occasionally lift 21 to 100 pounds.
- Ability to sit for 2 hours with break.
- Ability to walk and stand 3 hours with break.

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| SPECIFIC DUTIES INCLUDE, BUT ARE NOT LIMITED TO: | | |
| <ul style="list-style-type: none"> • Supervises, directs, and coordinates activities of plant operators and other plant personnel. • Decide on the general approaches, procedures, methods, and determine the staff required to carry out operations. • Assists in the hiring process of new employees. • Counsels, reprimands, downgrades, or dismisses employees when appropriate; Reassigns, designates, organizes, elevates, and retains employees as needed. • Supervises a wide variety of maintenance and repair tasks on machinery, equipment, buildings, structures, and grounds. • Establishes and operates a preventive maintenance program with the assistance of the Head Mechanic. • -Analyzes and evaluates operating and maintenance procedures and aids in developing new or improved practices. • Inspects plant frequently to determine efficient operation, cleanliness, and maintenance requirements. • Successfully oversee and direct the Wastewater Plant personnel. • Monitors incoming email communication on behalf of the City of New Philadelphia Wastewater Department. • Responsible for developing and conducting training and safety programs. • Prepares reports and maintains records for required EPA Reporting. • Determines remedial actions in emergencies. • Requisitions supplies and equipment for the operation of the plant. • May be expected to work at any time and/or shift. • May be required to perform duties of a Wastewater Operator when needed. • Performs other work or duties assigned by supervisor or designee. | | |
| ▶ <i>Responsibilities and tasks outlined in this document are not exhaustive and may change as determined by the needs of the City.</i> | | |
| WORK EXPERIENCE REQUIREMENTS | | |
| <ul style="list-style-type: none"> • Possess the necessary skills in the safe operation of equipment, per job description. • Ability to communicate effectively both orally and in writing in the English language. • Ability to perform all required duties, both mentally and physically. • Ability to maintain working relationships with other workers. • Ability to work independently and is self-supporting. • Displays discipline and focus in the work environment. • Must update skills as required. | | |
| REVIEWED BY | Brian Myers | <i>Title: Wastewater Superintendent</i> |
| APPROVED BY | Ron McAbier | <i>Title: Service Director</i> |

The City of New Philadelphia is an Equal Opportunity Employer (EOE), Minority/Female/Veteran/Disabled, offering a great work environment, challenging career opportunities, and competitive compensation.