



VILLAGE OF CHAGRIN FALLS
21 West Washington Street, Chagrin Falls, Ohio 44022

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www.chagrin-falls.org

UTILITIES DEPARTMENT OPERATOR

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES

DESCRIPTION OF WORK The Operator is responsible for the provision of an adequate supply of safe water for public use and for the treatment of wastewater.

SUPERVISION RECEIVED Receives general supervision from a Foreman or the Superintendent of Utilities.

SUPERVISION EXERCISED May supervise part-time seasonal laborers.

DEFINITION OF MAJOR DUTIES

1. Monitors equipment and regulates chemicals to ensure an adequate supply of safe water to the Village; checks well houses, pumps, booster station, and reservoir, making adjustments or repairs as necessary; measures and adjusts chemicals as necessary.
2. Analyzes raw and treated wastewater to ensure the wastewater treatment plant is operating in accordance with standards set by the Ohio Environmental Protection Agency; takes samples, conducts tests, and files reports as required; monitors plant facility and equipment; replaces, repairs, or adjusts equipment when necessary; monitors collection and disposal of sludge.
3. Installs, maintains, and repairs water and sewer lines; installs, maintains, and reads water meters.
4. Performs buildings and grounds maintenance; cuts grass, paints, cleans floors, walls, restrooms; removes snow, clean trucks and other equipment.
5. Handles customer inquiries or complaints when necessary.
6. Performs related duties as required.

MINIMUM QUALIFICATIONS

KNOWLEDGE

Working knowledge of basic computer skills and office software, including Microsoft Word and Excel.

ABILITIES

Knowledge of chemical formulas and basic math.
Ability to perform laboratory analysis.
Ability to evaluate equipment operation and make necessary adjustments.
Ability to use and maintain hand and power tools, trucks, and heavy equipment.
Skill in the safe use and storage of chemicals.
Ability to maintain records and reports.
Ability to work with the general public.
Ability to perform manual labor.
Ability to work in any weather conditions.
Ability to work overtime as necessary.
Strong written and verbal skills.

EDUCATION High school graduate or equivalent

EXPERIENCE Prior experience working in the utility, construction, or landscape fields.

OTHER Possession of a valid Ohio Commercial Driver's License (CDL) or ability to obtain one within 6 months after date of hire, and a driving record that is acceptable to the Village's insurers.

OEPA certified water or wastewater license or ability to obtain such within two years of date of hire.

Ability to pass a physical exam and drug/alcohol screening.

WORK ENVIRONMENT

The physical ability and stamina to work outside in all types of weather, climb ladders and maneuver in restricted spaces and utility excavations is a must. Ability to perform physical activity to safely and effectively perform essential jobs functions, including bending, climbing, crawling, squatting, and continuous walking on irregular surfaces which may contain construction debris. Good hearing and vision, with the ability to communicate verbally and with hand signals with workers using heavy or noisy equipment.

SALARY CLASSIFICATION

Village of Chagrin Falls Salary Schedule – Pay Grade 19-22, Depending on Certification Level