

RECORD OF ORDINANCE

Ordinance No. 13-17

Date Passed May 9 2017

ORDINANCE 13-17

AN ORDINANCE ESTABLISHING A JOB DESCRIPTION AND PAY RANGE FOR THE VILLAGE WATER PLANT OPERATOR OF RECORD AND DECLARING AN EMERGENCY REPEALLING ORDINANCE 08-04.

WHEREAS, the Water Plant Operator of Record position exists in the Village and is currently staffed; and

WHEREAS, the current Water Plant Operator of Record is retiring; and

WHEREAS, the Ohio Administrative Code, Section 3745-7-02 requires that anyone owning or operating a public water system will provide one or more operator of record, and

WHEREAS, Council desires to hire a qualified candidate and increase the pay rate to reflect these changes as permanent compensation for the Water Plant Operator of Record.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF LITHOPOLIS, FAIRFIELD COUNTY, STATE OF OHIO;

Section 1. That Council hereby amends the full-time position of Water Plant Operator of Record, an FLSA non-exempt position, in accordance with the job description of duties and responsibilities described in Exhibit A attached hereto.

Section 2. That the Water Plant Operator of Record shall receive wages at a pay range rate of \$17.50 to \$25.00 per hour, commensurate with experience, and shall receive all the customary employee benefits offered to Village employees, and shall cooperate and work with the Mayor and the Village Administrator while reporting directly to the Village Administrator.

Section 3. That this Ordinance is hereby declared an emergency measure necessary for the immediate preservation of the public peace, health, and safety, and for the further reason to have the pay rate established, and the potential hiring or promoting of a Water Plant Operator of Record, wherefore, this Ordinance shall take effect and be in force immediately upon passage.

DATE PASSED: May 9, 2017

ATTEST: [Signature]
CLERK

SIGNED [Signature]
MAYOR

DATE: 5/9/2017

DATE: 5/9/2017

APPROVED AS TO FORM:

[Signature]
VILLAGE SOLICITOR

EXHIBIT A

WATER PLANT OPERATOR OF RECORD

Essential duties include, but not limited to: maintaining the water and sewer plant and facilities, operating motors, pumps and valves to regulate flow of raw water; adjusting amounts of chemicals into tanks, monitoring computer board and adjusting controls to regulate flow rates and distribution of water; regulating valves and flow dials, performing basic chemical tests; keeping accurate records on charts and logs; performing general facilities cleaning and maintenance; and other duties as assigned by the Mayor and or Village Administrator.

- This position is subject to emergency/non-emergency call-outs during evenings, weekends and holidays. Responds to plant alarms and resolves operational problems, and ensures that the proper corrections are made
- Performs all tasks necessary for compliance with state and federal regulations pertaining to the operation of water production and distribution systems (including supply, pumping, treatment, distribution and storage)
- Interprets water test results and takes appropriate measures to assure the village is in compliance with all local, state and federal requirements
- Reads customer water meters and records the data needed for customer billing
- Installs/replaces valves, meters, line connections, taps and underground pipelines
- Performs water service shut-offs and turn-ons at customer premises
- Prepares and assists any reporting required by the State or local authorities
- Coordinates with the staff of the utility billing office
- Cooperates with other employees of the Village organization to accomplish tasks and projects in service to the public, and or as assigned
- Demonstrates continuous effort to improve operations, streamline work processes and work cooperatively and jointly

QUALIFICATIONS

- Ohio EPA Class I Water Supply Certification, or able to acquire within 120 days of hiring
- Continuing coursework in water treatment plant operations
- Work independently
- Working knowledge of Microsoft Office preferred
- Must be able to perform manual labor and be willing to work and able to work in adverse weather conditions
- Valid Ohio Driver's License with acceptable driving record is required
- Pass a criminal background check

This position has no supervisory responsibilities.

This is a full-time position. Hours of work are Monday through Friday 7:30 a.m. until 3:30 p.m. or as conditions require.

No travel outside the Village is expected for this position.

Required education and experience:

- 1- High School diploma or equivalency

Preferred education and experience:

- 1- Bachelor's degree
- 2- Minimum 3 - 5 years of related experience