

ORDINANCE 16-2024

ORDINANCE ESTABLISHING A "WASTEWATER OPERATOR" POSITION FOR THE VILLAGE OF BRADNER

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF BRADNER, COUNTY OF WOOD, STATE OF OHIO:

SECTION 1: That the Village of Bradner Mayor is permitted, with Village Council's approval, to appoint a "Wastewater Operator" for the Village of Bradner. The Wastewater Operator's job description is attached hereto as Exhibit A. The Wastewater Operator's salary will be an hourly rate of \$28.50, including the same benefits as other Village Employees receive.

SECTION 2: This Ordinance shall take effect as an emergency measure. The reason for the emergency is entering into said contract is imperative in order to protect the safety, health, and well-being of the citizens of the Village of Bradner.

Passed: Sep 5 2024 [Signature]
Date President of Council

Attest: [Signature]
Clerk of Council

Approved: 9-5-24 [Signature]
Date Mayor

REID T. ROTHENBUHLER
VILLAGE ATTORNEY

Position Title: **WASTEWATER OPERATOR**

Village of Bradner

Position Function: Under the supervision of the Village Administrator, this position is responsible for the overall operation of the wastewater treatment and wastewater collection system. Also is responsible for maintaining and repairing the village sanitary sewer collection system, including performing lift station maintenance and repairs, sampling and testing of water quality as required by the EPA.

Job Responsibilities:

Perform maintenance duties as needed

Prepares and maintains records, reports and other documentation

Uses hand tools

Returns jobsite to original condition

Responds to routine and emergency calls and complaints

Reads electric and/or water meters on assigned routes; rechecks

high and low meter readings

Deliver shut-off notices; performs water/electric turn on or shut offs

Reports nonfunctioning meters to Utility Clerk

Changes nonfunctioning meters

Report relevant operation and maintenance information
to the Village Administrator.

Attend workshops, seminars, and training classes to receive contact

Hours to fulfill OEPA license renewal requirements

Informs public of work

Reads and understands blueprints

Works with hazardous materials and toxic chemicals as trained

When asked, attends all regular council meetings and special
meetings

Submit ideas for long range plans for wastewater treatment and
collection system, develop asset management plan for
wastewater plant and collection system

Insures proper treatment plant operation

Insures proper collection system maintenance and repairs

Performs required sampling and testing of wastewater to maintain
compliance of EPA, NPDES permit

Monitors the lagoons and the lift stations for proper operation

Adjust valves, gates, and other equipment in response to flow levels

Repairs manholes

Installs new sewer connections

Collect data and send monthly EPA reports via internet

Operates trucks and other equipment including backhoe, dump truck, ramjet trailer, mowers, portable generator, air compressor, jackhammer

Performs other related duties as required

Physical Requirements: Job requires incumbent to stand, walk, bend continuously, reach with hands/arms; lift to 80 lbs., move limbs/fingers easily to perform manual functions. Work also requires talking/hearing, stooping, kneeling, crouching, climbing, crawling or balancing. Must be able to walk long distances and work for long periods of time in all types of weather conditions, some of which could be adverse. Must be able to focus clearly at 20 inches or less as well as greater distances and be able to detect color changes. Ability to wear self-contained breathing apparatus and enter confined spaces.

Description of working Conditions: Works both outdoors and indoors in all types of weather conditions, some of which could be adverse, frequently in and /or around sewage and biological as well as mechanical hazards; typically works alone and may have irregular activity schedules; night, weekend, and holiday work. Work environment can be noisy.

Experience and/or Educational Requirements: High school diploma or equivalent; State of Ohio Class 1 Wastewater Treatment Operators Certification; Class B Commercial Driver's License with air brake endorsement. One to three years relevant experience; or any combination of education, training, and work experience which provides the required skills to perform the essential functions of the job.

2-01-2023

