City of NAPOLEON, Ohio

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WASTEWATER TREATMENT PLANT OPERATOR
APPRENTICE, CLASS I, II OR III

The City of Napoleon is seeking qualified applicants for the position of Wastewater Treatment Plant Operator – Apprentice, Class I, II or III . The primary objective of this position, under direct supervision of the Wastewater Superintendent, is to maintain and operate the wastewater treatment plant in accordance with EPA regulations and requirements. Additional tasks include, but not limited to, repairing equipment and maintenance of buildings.

Applicant must possess a high school diploma or equivalent. Additionally, applicant must possess (or obtain) and maintain a Wastewater Treatment Plant Operator Class I, II, or III certification. Possession of a valid State of Ohio Driver's License is required, with a Class B CDL endorsement preferred.

This is a full-time position with a pay rate of $19.37 - $33.36 per hour, dependent on classification and experience. Additional benefits include, paid holidays, eligibility for health benefits, paid time off, as well as participation in the Ohio Public Employees Retirement System (OPERS).

Application forms are available at the City of Napoleon Administration Building, 255 W. Riverview, Napoleon and at **www.napoleonohio.com**. Applications will be accepted until 4:00 p.m. on Friday, October 23, 2026. Submit completed applications and resumes to:

Emily Meyer, Human Resources Director
c/o City of Napoleon
P.O. Box 151
Napoleon, OH 43545

Or emailed to: emeyer@napoleonohio.com

The City of Napoleon is an Equal Opportunity Employer.

City of Napoleon

Apprentice Wastewater Treatment Plant Operator

Department: Wastewater Treatment Plant
Reports To: Wastewater Superintendent
FLSA Status: Hourly (Non-Exempt)
Civil Service: Classified (Non-Competitive)
Union: AFSCME
Approved By: Joel Mazur, City Manager
Last Updated: February 14, 2017

SUMMARY

This is an entry level position where the employee learns how to perform routine tasks in the operation and maintenance of a Wastewater Treatment Plant. Work is performed in accordance with procedures outlined by the Wastewater Superintendent, Chief Operator and/or Operator of Record.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Trained in the theory of operation of a Wastewater Treatment Plant.
- Under direction operates and repairs plant equipment.
- Under direction starts and stops plant machinery and pumps.
- Under direction adjusts treatment chemicals.
- Under direction takes samples and completes chemical analysis for plant operation.
- Under direction records laboratory data and quality control data.
- Under direction follows proper procedures for the use, cleaning and sterilization of laboratory glassware and equipment.
- Under direction follows procedures for the operation and maintenance equipment used within the plant.
- Under direction follows procedures used in the operation and maintenance of the collection system, which includes lift stations.
- Under direction follows procedures in the operation and maintenance of plant sludge removal equipment.
- Under direction follows procedures in making repairs and in completing maintenance on all plant equipment.
- Under direction keeps daily time sheets and operational reports.
- Under direction performs routine cleaning and grounds maintenance duties.

QUALIFICATIONS

- Some knowledge of electrical motor and control circuits
- Some mechanical knowledge
- Ability to perform simple algebraic calculations
- Ability to understand and carry out complex oral and written directions.
- Ability to operate a computer
- Must be available to work standby rotation and/or callout.

EDUCATION and EXPERIENCE

- Graduation from high school or equivalent.
- One (1) year of general maintenance experience which included duties in plumbing, mechanical, electrical and building maintenance.
- A Wastewater Works Operator 1 License issued by the State of Ohio EPA or an equivalent license from another state along with the above experience is preferred.

CERTIFICATES, LICENSES, REGISTRATIONS

- Must possess and maintain a valid State of Ohio Driver's License (with a Class B CDL endorsement preferred)
- Must be certified by the State of Ohio EPA as a Wastewater Works Operator I within two (2) years from the date of appointment.
- An individual with an equivalent license from another state must obtain a State of Ohio Wastewater Operator I License within one (1) year from the date of appointment.

LANGUAGE SKILLS

Must be fluent in both writing and speaking the English language and able to communicate well with others.

MATHEMATICAL SKILLS

Must be able to make simple mathematical calculations.

REASONING ABILITY

Ability to understand and carry out complex oral and written directions.

PHYSICAL DEMANDS

- Must be able to lift and move fifty (50) pounds and up to one hundred (100) pounds on occasion.
- Must be able to climb a thirty (30) foot ladder.
- Must have good hearing and eyesight with or without corrective measures.

WORK ENVIRONMENT

This job must be performed on-site, unless otherwise directed.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily with or without reasonable accommodation and possess or have the qualifications listed. The requirements listed are representative of the knowledge, skill, and/or physical ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

City of Napoleon

Wastewater Treatment Plant Operator I

***Department*:** Wastewater Treatment
***Reports To*:** Wastewater Treatment Superintendent
***FLSA Status*:** Hourly (Non-Exempt)
Civil Service: Classified (Non-Competitive)
Union: AFSCME
Approved By: Joel Mazur, City Manager
Last Updated: February 14, 2017

SUMMARY
Performs routine tasks in the operation of a Wastewater Treatment Plant. Work is to be performed in accordance with procedures outlined by the Wastewater Treatment Superintendent, Chief Operator and/or Operator of Record.

ESSENTIAL DUTIES AND RESPONSIBILITIES include those of lower classifications and the following:

- Makes regular inspections of lift stations and equipment to be certain that they are in proper operation at all times.
- Collects and stores samples.
- Performs a variety of laboratory tests, makes the necessary calculations and records the findings in log books or computer programs.
- Controls the transfer of the volume of sewage from settling tanks to digestor.
- Starts and stops and assists in making minor repairs to pumps, motors and equipment.
- Reads meters, gauges and dials and keeps logs of readings.
- Makes routine running repairs and services equipment.
- Reports needs for major equipment repairs.
- Performs building and grounds maintenance tasks as required.
- Keeps records and makes reports.
- Performs other related work as required.
- Other duties may be assigned by the Chief WW Operator or Superintendent as required.

QUALIFICATIONS
- Must have knowledge of modern wastewater treatment plant principles and operating practices
- Must have some mechanical ability
- Must be able to read meters and charts accurately
- Must be able to maintain records of shift operation
- Must be dependable
- Must be available to work standby rotation and/or callout.

EDUCATION and/or EXPERIENCE
- Graduation from high school or a GED equivalent and one (1) year of experience in the operation of a Wastewater Treatment Plant as a Wastewater Treatment Plant Operator which included experience in the maintenance of motors, pumps and related equipment.
- Must possess and maintain a valid State of Ohio Driver's License with a Class B CDL endorsement.
- Must possess an Ohio EPA Wastewater Works Operator Class I license at the time of appointment, with the ability to obtain an Ohio EPA Wastewater Works Operator Class II license within a 5 year period.

LANGUAGE SKILLS

- Must be fluent in both writing and speaking the English language and able to communicate well with others.

MATHEMATICAL SKILLS

- Must be able to make simple mathematical calculations.

REASONING ABILITY

- Ability to understand and carry out complex oral and written directions.

PHYSICAL DEMANDS

- Must be able to lift and move fifty (50) pounds easily and up to one hundred (100) pounds on occasion.
- Must be able to climb a thirty (30) foot ladder.
- Must have good hearing and eyesight with or without corrective measures.

WORK ENVIRONMENT

This job must be performed on-site, unless otherwise directed.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily with or without reasonable accommodation and possess or have the qualifications listed. The requirements listed are representative of the knowledge, skill, and/or physical ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

City of Napoleon

Wastewater Treatment Plants Operator II

***Department*:** Wastewater Treatment
***Reports To*:** Wastewater Treatment Superintendent
***FLSA Status*:** Hourly (Non-Exempt)
Civil Service: Classified (Non-Competitive)
Union: AFSCME
Approved By: Joel Mazur, City Manager
Last Update: February 14, 2017

SUMMARY
An employee in this class is responsible for the continuous operation and maintenance of the wastewater treatment activities of the plant on their shift. The work is performed in accordance with procedures outlined by the Wastewater Treatment Superintendent, Chief Operator and/or Operator of Record.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned as required.

- Makes regular inspections plant and equipment to ascertain that it is in proper operation at all times.
- Collects samples and performs laboratory tests; makes necessary calculations and records findings in log books and computer programs.
- Controls the transfer of the volume of sewage from settling tanks to digester.
- Skims scum and grease from settling tanks.
- Pumps and hauls sludge to designated area.
- Cleans grit channels and sludge drying beds.
- Checks operations at lift stations.
- Clean and adjusts filters.
- Controls production of methane gas.
- Starts and stops and makes minor repairs to pumps, motors and equipment.
- Reads meters, gauges and dials and keeps logs of readings.
- Reports needs for major equipment repairs.
- When not serving as an operator, performs preventative maintenance tasks.
- Performs other related work as required

QUALIFICATIONS

- Must have good knowledge of modern wastewater treatment plant principles and operating practices.
- Must have some mechanical ability.
- Ability to work with others.
- Ability to keep records and make reports.
- Must be dependable.
- Must possess and maintain a valid State of Ohio Driver's License with a CDL Class B endorsement.
- Must possess an Ohio EPA Wastewater Works Operator Class II operator’s certificate.
- Must be able to obtain their Class III within 5 years after receiving their Class II.
- Must be available to work standby rotation and/or callout.

EDUCATION and/or EXPERIENCE

- High school diploma or equivalent
- Considerable experience in the operation of wastewater treatment plant at the level of Wastewater Treatment Plant Operator I.
- Or any equivalent combination of experience and training which provides the required knowledge's, skills and abilities.

LANGUAGE SKILLS

- Must be fluent in both writing and speaking the English language and communicate well with others.

MATHEMATICAL SKILLS

- Must be able to make simple mathematical calculations.

REASONING ABILITY

- Ability to understand and carry out complex oral and written directions.

PHYSICAL DEMANDS

- Must be able to lift and move fifty (50) pounds easily and up to one hundred (100) pounds on occasion.
- Must be able to climb a thirty (30) foot ladder.
- Must have good hearing and eyesight with or without corrective measures.

WORK ENVIRONMENT

This job must be performed on-site, unless otherwise directed.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily with or without reasonable accommodation and possess or have the qualifications listed. The requirements listed are representative of the knowledge, skill, and/or physical ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

City of Napoleon

Wastewater Treatment Plant Operator III

Department: Wastewater Treatment
Reports To: Wastewater Treatment Superintendent
FLSA Status: Hourly (Non-Exempt)
Civil Service: Classified (Non-Competitive)
Union: AFSCME
Approved By: Joel Mazur, City Manager
Last Update: February 14, 2017

SUMMARY
An employee in this class is responsible for the continuous operation and maintenance of the wastewater treatment activities of the plant on their shift. The work is performed in accordance with procedures outlined by the Wastewater Treatment Superintendent, Chief Operator and/or Operator of Record.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned as required

- Makes regular inspections of plant and equipment to ascertain that they are in proper operation at all times
- Checks and maintains lift stations
- Collects samples for laboratory tests ability to perform all laboratory duties
- Performs chemical tests and analysis
- Controls the transfer of the volume of sewage from settling tanks to digestor
- Draws primary sludge
- Skims scum and grease from settling tanks
- Starts and stops and makes minor repairs to pumps, motors and equipment
- Runs grit removal mechanism
- Reads meters, gauges and dials and keeps logs of readings
- Reports needs for major equipment repairs
- Maintains rainfall records
- Keeps records and makes reports
- Performs other related work as required
- E.Q. Basin
- Sludge pressing, hauling and land application.

QUALIFICATIONS

- Must have thorough knowledge of modern wastewater treatment plant principles and operating practices.
- Must have mechanical ability
- Must be able to plan and work with others
- Must be able to keep records and make reports
- Must be able to enter data into computer software programs.
- Must be able to make decisions for plant operations in the absence of superintendent and/or chief operator
- Must be able to be the operator of record in the absence of superintendent/chief operator.
- Must possess and maintain a valid State of Ohio Driver's License with a Class B CDL endorsement.
- Must be dependable
- Must be available to work standby rotation and/or callout.

EDUCATION and/or EXPERIENCE

- Graduation from high school or equivalent; or any equivalent combination of experience and training that provides the required knowledge, skills and abilities.
- To have considerable experience at the level of Wastewater Works Operator II.
- Must possess and maintain a valid Ohio EPA Wastewater Works Operator Class III certification.

LANGUAGE SKILLS

- Must be fluent in both writing and speaking the English language and communicate well with others.

MATHEMATICAL SKILLS

- Must be able to make simple mathematical calculations.

REASONING ABILITY

- Must be able to understand and carry out complex oral and written directions.

PHYSICAL DEMANDS

- Must be able to lift and move fifty (50) pounds easily and up to one hundred (100) pounds on occasion.
- Must be able to climb a thirty (30) foot ladder.
- Must have good hearing and eyesight with or without corrective measures.

WORK ENVIRONMENT

This job must be performed on-site, unless otherwise directed.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily with or without reasonable accommodation and possess or have the qualifications listed. The requirements listed are representative of the knowledge, skill, and/or physical ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.