

Assistant Plant Manager (40 hours/week)

Maintenance Manager
Maintenance repair
Preventive maintenance
Maintenance recordkeeping
Lubrication of Equipment
Maintenance Inventory
Maintenance Proposed Budget
Maintenance Ordering
Decant Sludge
Move Sludge
Waste Sludge
Daily rounds
Review operating data and adjust treatment equipment for each responsibility
Weekend and Holiday checking of Treatment Plant
Treatment Plant & Collection System Callouts

Lab Tech – (40 hours/week)

Lab Manager, oversees approximately 7,000 tests performed
Lab Analyst
Lab Inventory
Lab Proposed Budget
Lab Ordering
Oversees samples not performed in house
Record Lab results (hard copy and computer)
Filing
Lab Cleaning
Monthly EPA Report
Monthly Village Report
Monthly Weather Report
Oversees 5 Automatic Samplers
Cash Flow Expenses
Review operating data and adjust treatment equipment for each responsibility
Weekend and Holiday checking of Treatment Plant
Treatment Plant & Collection System Callouts

Other Job Duties that may occur

Preventive maintenance of Treatment Plant
Maintenance of Treatment Plant
Spraying of tanks
Mowing
Setting and picking up samplers at businesses
Microstrainer Cleaning
Changing of Chlorine cylinders
Changing of sodium bisulfite barrels
Housekeeping
Continuing Education
Workshops
Inventory
Purchasing of Equipment and Supplies
Filing
Preventive maintenance of Collection System
Maintenance of Collection System
Manhole checking for back ups (Preventive)
Annual State OWEA Meeting, if approved