



Village of Jackson Center

122 East Pike Street, P. O. Box 819
Jackson Center, OH 45334-0819

PH: (937) 596-6314
FX: (937) 596-6672
www.jacksoncenter.com

Water/Wastewater Treatment Operator

Key Responsibilities

- Operate and monitor water and wastewater treatment facilities.
- Read meters and gauges, make operational adjustments, and perform minor equipment repairs.
- Collect water and wastewater samples and conduct routine laboratory testing.
- Record and interpret test results to ensure compliance with regulatory standards.
- Monitor sludge levels, clean treatment equipment, and maintain treatment systems.
- Respond to emergency situations and assist with utility repairs and maintenance.
- Locate and mark underground water and sewer lines for contractors.
- Perform preventive maintenance on treatment equipment and facilities.
- Assist with swimming pool chemical maintenance, when assigned.
- Support other Public Works operations, including street maintenance, sewer jetting, snow removal, meter reading, and water or sewer line repairs.
- Participate in an on-call rotation, including evenings, weekends, holidays, and overtime as needed.
- Maintain required certifications and follow all OSHA safety standards.

Preferred Qualifications:

- High school diploma or equivalent.
- One (1) year of experience operating and maintaining a water or wastewater treatment facility, or an equivalent combination of education and experience.

Required Licenses & Certifications: *must possess, or able to obtain, all required licensees and certifications*

- Valid Ohio Commercial Driver's License (CDL).
- Ohio EPA Class, I Water Operator License and/or Class I or II Wastewater Operator License.
- Required safety certifications, including OSHA training, as applicable.

Knowledge & Skills

- Water and wastewater treatment operations.
- Water distribution and sewer systems.
- Mechanical maintenance and equipment repair.
- Laboratory sampling and testing procedures.
- Computer data entry and recordkeeping.
- Safe operation of hand tools, power tools, and maintenance equipment.
- Effective communication and customer service.
- Working independently while maintaining accurate documentation.

Physical Requirements & Work Environment

- Heavy physical labor, including lifting, carrying, pushing, and pulling up to 100 pounds.
- Climbing ladders, working in confined spaces, and performing duties at elevated heights.
- Exposure to chemicals, wastewater, hazardous gases, loud noise, adverse weather conditions, and moving mechanical equipment.
- Compliance with all safety regulations and use of appropriate personal protective equipment (PPE).

The Village of Jackson Center is an Equal Opportunity Employer.



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COMPENSATION AND BENEFITS

Hourly Wage:	\$23.21/hr. Higher starting pay may be offered based on relevant experience and qualifications.
Probationary Period	Initial probationary period shall be for 6 months; months, Wage step increase after the first six (6) months of employment subject to a satisfactory performance evaluation.
Group Life and AD&D Insurance:	\$100,000 Life Insurance - 100% Employer Contribution
Medical Insurance:	Employees may choose between the High-Deductible Health Plan (HSA) and the PPO health insurance plan. Employees pay 15% of monthly premium Employer Contributions to Health Saving Accounts
Medical Insurance opt out:	\$2,000 Family / \$1,000 Single – ½ on last day of June & ½ on the last day of December
Sick Leave:	9 days per year, earned on bi-weekly basis
PTO:	PTO will begin after 6-month probationary period is complete. Eligible for Comp Time accruals immediately upon hiring.
Paid Holidays:	New Years Day, Presidents' Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Friday After Thanksgiving, Christmas Eve, Christmas Day, New Years Eve.
Phone Stipend	\$45.00/Month
Pay Periods:	Bi-Weekly/Time Sheet Required (Paycor Phone App) Direct Deposit Mandatory
Retirement:	OPERS - Employee Contribution 10% Employer Contribution 14 % Deferred Comp. – Supplemental
Uniform Allowance:	Village pays ½, Employee pays ½

This is not a job offer. The Village of Jackson Center may alter, change, and omit the above benefits.