Job Title: Utilities Operator 1
Department: Middlefield Village Utility Department
Status: Full-Time / General Support

Position Overview

The Village of Middlefield is seeking a dedicated Wastewater Plant Operator to join our Utilities team. This role provides essential support to the Operations Manager, Lead Operator and Utility System Specialist in the daily operations and maintenance of the Village's wastewater treatment, Collections, water plant, distribution and water meter program. We are looking for a candidate with a strong technical background and a commitment to advancing their professional licensure with Village support. This position offers opportunities for internal career advancement, supported by access to education, training, and professional development to help employees achieve their career goals.

Compensation & Benefits

Salary: Hourly rate is determined by qualifications, current certifications, and rates established by the Village Council.
Retirement: Enrollment in the Ohio Public Employees Retirement System (OPERS).
Health & Wellness: Comprehensive medical, dental, and vision insurance plans.
Paid Time Off: Generous holiday schedule, vacation time, and sick leave.
Professional Development: Village-supported training and financial assistance for obtaining higher-level Ohio EPA licenses.
Stability: Consistent full-time hours, opportunities for overtime, emergency response pay, and a monthly on-call stipend.

Key Responsibilities

- Plant Operations & Maintenance
- Assist in all aspects of Water/Wastewater Plant, collections and distribution operations, including daily inspections and equipment adjustments, Water meter installation and recording.
- Operate and adjust treatment equipment such as blowers, return pumps, screening, filtering, backwashing, drinking water wells and pumps…etc.
- Manage sludge by-products, including the operation of the sludge dewatering centrifuge, wasting, and transferring.
- Perform routine laboratory sampling (Dissolved Oxygen, pH, Chlorine, Bacteria etc. and coordinate sample delivery to designated labs.
- Execute preventative maintenance, basic equipment repairs, and facility cleaning.
- Assist with grounds maintenance, including mowing and snow removal.
- Collections & Distribution
- Operate sewer jets and specialized cleaning equipment.
- Conduct regular inspections of sewer lift stations and backup generators.
- Monitor system performance and promptly advise management of any mechanical or treatment issues.

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Examples of Duties:

- **Daily operation of the class (3) wastewater plant.** Including but not limited to, assisting Manager and Lead Operator & Utility System Specialist with operation of the plant in all aspects. Meter installation, performing daily inspections, collection and running routine samples such as dissolved oxygen and PH. Collection and delivery of samples to a designated laboratory. Wasting and transferring of sludge by product. Running and adjustment of treatment equipment such as grit dewatering pumps, blowers, return pumps and UV disinfection. Operation of sludge dewatering centrifuge. Perform preventative and basic equipment repairs. Perform general cleaning of facility and equipment. Assist in grounds maintenance, including grass mowing and snow removal. Advise manager of any mechanical or treatment issues.

- **Daily operation of the class (2) water plant.** Including but not limited to, assisting the manager and lead operator with operation of the plant in all aspects, well and plant inspections, chlorine level testing, chemical feed rate adjustments, refilling chemicals and data recording. Ensure proper operation and level of storage tanks. Perform necessary plant operations adjustments as directed by manager. Collection of routine and special samples. Perform preventative maintenance and basic equipment repairs. Perform general cleaning of facility and equipment. Assist in grounds maintenance, including grass mowing and snow removal. Advise the manager of any mechanical or treatment issues.

- **Collections and Distribution.** Hydrant flushing for the purpose of water turn over and hydrant testing. Fire flow tests on hydrants. Water meter reading and replacement, Water main repair. Operation of sewer jet and sewer cleaning. Checking of sewer lift stations and generators. Advise manager of any issues.

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Requirements & Qualifications
Minimum Qualifications
Certification:

- Possession of a current Ohio EPA Wastewater Treatment Works I License (with the ability to obtain License II with Village support within 12 months of hire) Desire to train and advance to Obtain License III with Village Support.
- Possess, or have the ability to obtain, a Class I Water Supply License, with the expectation of obtaining a Class II Water Supply License and a Class III Wastewater License to operate and maintain the Village's water and wastewater treatment facilities.

Education: High School Diploma or GED.

License: Valid State of Ohio Driver's License.

Physical Demands: Must be able to lift/carry 50 pounds, navigate ladders and stairs, and access confined spaces.

Specific Role Requirements

- Must be available to work a rotational schedule, including weekends and holidays, as operational needs require.
- Must participate in a rotating on-call schedule to respond to emergencies, system alarms, and other urgent operational needs. Once fully trained, the anticipated rotation will be approximately one week per month and one weekend per month, shared with current operators.
- On-call compensation includes a small stipend, with overtime pay or compensatory time available when applicable.

How to Apply
Interested candidates can obtain an application at Village Hall or download an application at https://www.middlefieldohio.com/forms/village-employment-application/

Please submit your application or resume via one of the following methods:
Email: LGambosi@middlefieldohio.com
Fax: 440.632.0591
Mail/Drop-off:
Village of Middlefield
c/o Village Administrator
14860 N State Avenue
Middlefield, Ohio 44062
Please Identify the Job Title that you are applying for on your submittal.