

Job Description

TOWN OF LAKE CITY  
JOB DESCRIPTION  
WATER/WASTEWATER OPERATOR

GENERAL PURPOSE

Performs a variety of semi-skilled and skilled technical and maintenance work in the operation, maintenance and repair of water and wastewater treatment facilities and systems.

SUPERVISION RECEIVED

Works under the close supervision of the Public Works Director.

SUPERVISION EXERCISED

None generally, may serve as a lead worker over lower-level operators or maintenance workers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Wastewater System Duties

Monitors the performance of all equipment, and charts in the treatment plant and pump stations; records statistical data concerning plant operations; maintains, operates, repairs, and replaces equipment as necessary; charts lab test results for trend analysis and maintains accurate records of analyses and test results; evaluates data and writes reports as required.

Operates, maintains, and repairs malfunctions at the wastewater treatment plant, repairs gauges, pumps, filters and other controls and equipment.

Collects samples and identifies concentrations of chemical, physical or biological characteristics of wastewater required in accordance with local, state, and federal requirements; gathers and tests wastewater samples for plant efficiency reports as required. Performs quality control tests on lab equipment and lab analyses; evaluates procedures and results for accuracy and determines appropriate methods. Assures that plant operates within required standards.

Contains and disposes of hazardous wastes generated by the lab. Calibrates, modifies, or repairs instrumentation and control equipment including recorders, flowmeter, and other water quality monitoring equipment.

Performs required labor involved in construction and maintenance projects as part of a crew, pavement cutting, ditch digging, line cleaning, main and pipe repair, laying and backfilling. Deals with customers issues and services.

Determines the locations of wastewater lines from the appropriate sources prior to excavation. Responds to complaints regarding the wastewater plant or system, evaluates situation; explains findings to supervisor.

Water System Duties

Inspects and/or repairs chlorine machine and other water treatment equipment, pumping stations, wells, meters, and other elements of the water supply and distribution systems at frequent intervals to ensure that all aspects of the systems are functioning properly.

Assists in maintaining water quality by taking water samples and maintaining proper operation of water treatment equipment. Maintains a variety of records relation to inspections, DMRs, maintenance activity, water supply, treatment, consumption, etc.

Ensures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use. Performs routine inspection and preventative maintenance on assigned equipment and refers defects or needed repairs to supervisor; cleans equipment. Performs all duties in conformance to appropriate safety and security standards.

Performs required labor involved in construction and maintenance projects as part of a crew, pavement cutting, ditch digging, line cleaning, main and pipe repair, laying and backfilling. Make water service connections to water mains, including line tapping and valve installing. Cuts, fits, lays, repairs, taps, cleans, and flushes water mains, pipe, gates and fittings on repair of mains and services and installation of services, fire hydrants and assists in shutting off broken sections of water mains and repairs.

Assists in the training of lower-level employees to increase their skills in the maintenance, construction, and repair of water facilities. Services water supply and other pumps; flushes hydrants. Operates a variety of power construction and maintenance equipment used in the water department.

PERIPHERAL DUTIES

Monitor performance of electrical systems, circuits, or equipment of the treatment plant. Assumes the responsibilities and duties of the Public Work Director in his absence.

Required to work weekend and occasionally long hours.

Helps daily monitor both the water and wastewater systems and required to be on call.

On Call work requires to be in cell range in a case a customer needs a quick response or an emergency response such as downed trees, water leaks, sewer issues and other problems that can occur.

Responsible for streets and alleyways in town limits, which includes snow removal.

Responsible for all town facilities and proper operation such as heat systems, plumbing, repairing damages, and upkeep of facilities sprinkler systems and backflow.

Also helps manage inventory.

Job Description

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from high school education or GED equivalent
- (B) Two (2) years of related experience; or
- (C) Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- (A) Working knowledge of equipment, facilities, materials, methods and procedures used in wastewater treatment plant maintenance and operation activities, working knowledge of laboratory procedures and practices.
- (B) Skill in operation of listed tools and equipment
- (C) Ability to perform process control calculations; ability to work safely; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, other departments and the public, ability to understand and carry out written and oral instructions.

SPECIAL REQUIREMENTS

- (A) Valid State Driver's License, or ability to obtain one.
- (B) Colorado Class D Water, Wastewater, Collections and distribution licenses, or the ability to obtain them within one year of hire date.

TOOLS AND EQUIPMENT USED

Motorized vehicles and equipment, including pickup truck, saws, backhoe, power moles, pumps, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, personal computer, phone and a variety of lab equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

#### WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally is exposed to wet and/or humid conditions, toxic or caustic chemicals. The employee is exposed to raw sewage on a daily basis. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, risk of electrical shock, and vibration. The employee is frequently exposed to toxic or caustic chemicals. The noise level in the work environment is usually moderately loud.

#### SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.