CITY OF CONRAD

POSITION TITLE: WATER/WASTEWATER OPERATOR I

DEPARTMENT: PUBLIC WORKS **SUPERVISOR: PWD**

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

Supervision Received: Works under the general supervision of the Public Works Director or Water/Wastewater Systems Operator II.

Supervision Exercised: None. May provide training and direction to subordinates.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Operates, maintains, repairs, and replaces equipment malfunctions at the treatment plants; repairs controls, pumps, filters, and other equipment.
- Assures that plant operates within required standards.
- Operates and maintains water and wastewater pump stations; cleans wet wells and operates pumps and valves to control an adjust flow and treatment process.
- Monitors the performance of all equipment, gauges, and charts in the treatment plants and pump stations; records statistical data concerning plant operations; charts lab test results for trend analysis and maintains accurate records of analyses and test results; evaluates data and writes reports as required.
- Calibrates, modifies, or repairs instrumentation and control equipment including recorders, feeders, flow meter and other water quality monitoring equipment.
- Collects samples and identifies concentration of chemical, physical or biological characteristics of water and wastewater required in accordance with local, state, and federal requirements; gathers and tests water and 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.
- Trains and provides direction to lesser skilled operators in acceptable lab methods and procedures to assure accuracy of test results.
- Contains and disposes of hazardous wastes generated by the lab.
- Performs housekeeping tasks to maintain proper appearance of City facilities.
- Performs manual, semi-manual, and technical labor in the construction, maintenance, and repair of City facilities.
- Maintains drawings and records of City's infrastructure and private service lines.
- Operates, services, and repairs loaders, backhoes, various trucks, graders, mowers, compactors, and other equipment.

- Performs semi-skilled maintenance and repair work involving carpentry, electrical, plumbing, pipefitting, and welding.
- Reads, cleans, installs, and maintains water meters and remotes.
- Checks, turns off and on water services to businesses and homes as directed.
- Performs manual labor tasks such as loading and unloading trucks with heavy materials; shovels asphalt, rocks, sand and gravel, as directed by the Public Works Director.
- Remains on-call during off duty hours as scheduled and responds to emergencies as directed by the Public Works Director.
- Other duties as assigned.

PERIPHERAL DUTIES:

- Serves on various employee or other committees as assigned.

REQUIRED QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES:

1. Graduation from high school or GED, plus two years post-secondary college education or technical training in biology, environmental science, chemistry, or closely related field and two years of experience in a water or wastewater utility, or an equivalent combination of education and experience.
2. Working knowledge of equipment, facilities, materials, methods, and procedures used in water and wastewater treatment plant maintenance and operation activities.
3. Working knowledge of laboratory procedures and practices.
4. Skill in operation of some of the listed tools and equipment.
5. Ability to work safely and follow safety policies and procedures.
6. Ability to perform heavy manual tasks for extended periods of time.
7. Ability to perform process control calculations.
8. Ability to understand and carry out written and oral instructions.
9. Ability to communicate effectively verbally and in writing.
10. Ability to establish and maintain effective working relationships with employees, other departments, and the public.

SPECIAL REQUIREMENT:

- Must have a valid State of Montana 2B Commercial Driver's License with Air Brake Endorsement.
- Current Montana State Class 1 Water Plant Operator, Class 2 Distribution System Operator, and Class 1 Wastewater Operator's Certifications. *To be obtained within one year from date of hire.*

TOOLS AND EQUIPMENT USED: Pumps, generators, mowers, trucks, backhoe, loaders, 4-Wheeler, mixers, jack hammer, jet truck, and other equipment as directed.

PHYSICAL DEMANDS: While performing the duties of this position, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee is frequently required to stand. The employee is occasionally required to walk; talk or hear; sit; climb or balance, stoop, kneel, crouch, or crawl; and smell. The employee must frequently lift and/or move up to 50 lbs. and occasionally lift and/or move up to 100 lbs. Specific vision abilities required by this position include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: While performing the duties of this job, the employee regularly works in outside weather conditions, from extreme hot to extreme cold. The employee frequently works near moving mechanical parts and is frequently exposed to wet, and/or humid conditions, and vibration. 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 occasionally exposed to toxic or caustic chemicals. The noise level in the work environment is usually moderately loud and sometimes loud.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

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

Approval: _____ Approval: _____
Employee Department Head

Effective date: