JOB ANNOUNCEMENT
The City of Cordova is accepting applications for one REGULAR, FULL-TIME OPERATOR FOR THE WATER/SEWER DEPT. in one of the 3 classifications listed below

Depending on Experience & Certifications
Starting Pay Range for: SEWER/WATER TECH I: $23.65 - 28.61/hr + benefits
SEWER/WATER TECH II: $25.56 – 30.93/hr + benefits
LABOR MAINTENANCE II: $20.46 – 24.75/hr + benefits

RECRUITMENT ALLOWANCE TO ASSIST WITH MOVING EXPENSES AVAILABLE
First Review: January 24, 2020
APPLICATIONS WILL BE REVIEWED AS RECEIVED

Applications & additional information available at City Hall; 424-6200
THE CITY OF CORDOVA IS AN EQUAL OPPORTUNITY EMPLOYER

JOB DESCRIPTION

POSITION TITLE: SEWER/WATER TECH I, II OR LABOR MAINTENANCE II
(Serves a 6-month probationary period)

DEPARTMENT: PUBLIC WORKS DEPARTMENT (Water/Wastewater Division)

SUPERVISOR: WATER/WASTEWATER SUPERINTENDENT

POSITION SUMMARY: The City of Cordova operates level 2 water treatment and wastewater treatment facilities. The City is looking to hire an operator who has the certificates required for a Sewer Tech I or II, or a Labor Maintenance II to assist in the maintenance of Water & Sewer facilities, including plants, lift stations and chlorinators. Requirements are as follows:

1) S/W Operator I require 4 level I certifications certificates (Water Operator, Water distribution, Wastewater Operator and Wastewater Distribution) with a CDL preferred or must be completed within 12 months.

2) S/W Operator II, in addition to having all four level 1 certificates, 3 certifications are required at level II and must pass the final level II test within 9 months of hire. CDL preferred or must be completed within 12 months. In addition, this position is required to be Acting Superintendent during his absence.

3) Labor Maintenance II requires 2 Level I provisional certifications and a CDL preferred or must be completed within 12 months.

ESSENTIAL FUNCTIONS:
1. Operate and maintain water treatment plants, booster stations and three surface water sources.
2. Maintain and operate Wastewater Plant.
3. Locate water services & repair water mains.
4. Maintain and exercise water mains, shut-off valves, and fire hydrants.
5. Operate & maintain chlorine generators and Ultraviolet (UV) reactors
6. Read water meters, collect and analyze water samples, and perform other lab duties.
7. Perform Repairs on water and sewer mains and other related infrastructure.
8. Maintain manholes, sewer lines, lift stations and pump and lift generators.
9. Inspect and oversee the installation of water/sewer lines.
10. Supervise temporary labors assigned to work on reservoirs, pipes, gabions, trails and manholes.
11. Operate and analyze SCADA system (supervisory control and data acquisition).
12. Be on-call during assigned rotation period.
13. Accurately collect and record data
14. Work independently and with minimal supervision.
15. Maintain and continue in state certification process and continuing education for water and wastewater.

OTHER RESPONSIBILITIES:
1. Service all equipment and vehicles; clean up shop area.
2. Clean and maintain water reservoir catchments.
3. Conduct inventory and maintain order of spare parts.
4. Participate in Emergency Management exercises as required and complete National Incident Management System (NIMS) compliant, online independent study courses within 90 days of hire.

5. Perform other duties as assigned

**EDUCATION, EXPERIENCE AND ESSENTIAL SKILLS REQUIRED:**

1. High School Graduate or equivalent thereof.
2. Possess basic computer skills.
3. Certifications as listed above in the Position summary
4. Must possess a current Class B CDL or obtain one within 12 months of hire (mandatory).
5. Ability to safely operate and care for hand and power tools.
6. Ability to operate equipment such as backhoe, front end loader, and Vactor truck.
7. Ability to deal with the public in an effective and courteous manner.
8. Ability to understand and follow both written and oral instructions.
9. Ability to lift and/or push 60 pounds.
10. Ability to work outside in various types of weather; periods of exertion required.
11. Ability to safely and proficiently work with chemicals such as chlorine, lime, carbon and alum with provided PPE.
12. Ability to work at elevated heights.

This job description is intended to describe the duties of an employee in general terms and does not necessarily describe all job duties. 1/2020