



Job Description

Job Title	Water/Wastewater Operator I	Department	Public Works
Reports to	Public Works Director	Salary Level	VII
Classification	Non-Exempt	Revision Date	05.01.2014

I. General Description

This position is responsible for operating all City heavy equipment used in the operation, maintenance and repair of Public Works facilities, with emphasis on, but not limited to, the water distribution and sewer collection systems, treatment plant and lagoons. Assist Roads and Grounds crew in construction maintenance and repair operations of city owned facilities as needed.

II. Reasonable Accommodations

To perform this job successfully, an individual must be able to perform each essential job duty and physical demands satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

III. Essential Job Duties

1. Operate front end loader, backhoe and all related equipment used in construction, maintenance and operation of Public Works facilities, including, but not limited to: water treatment and distribution system, wastewater treatment lagoon and wastewater collection system, storm water collection and run-off control, streets, roads, parking lots.
2. Assist in operating and maintaining the City water treatment, water distribution, wastewater collection and wastewater treatment facilities, based on maintenance schedule.
3. Assist in providing regular monitoring of the sewage effluent, drinking water and landfill monitoring wells, and timely reporting to ADEC.
4. Assist in performing water and wastewater inspections and collect and run process control samples as required by law and keeps accurate records.

IV. Knowledge, Skills and Abilities

Knowledge:

This position is required to have proficiency in the following areas:

1. Public Works facilities and infrastructure.
2. Operation of both heavy and small equipment.
3. Basic construction techniques required in the maintenance and installation of water distribution and sewer collection systems.
4. Basic knowledge of Occupational Safety and Health Administration (OSHA) and AKOSH (Alaska Occupational Safety and Health (AKOSH) standards.

Skills and Abilities:

This position must demonstrate the following skills and abilities:



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1. Ability to learn basic water chemistry and perform basic algebraic and geometric formulas used in the water and wastewater field.
2. Ability to identify and troubleshoot operational problems.
3. Knowledge in Electrical Mechanical apparatus and switching mechanisms, 3-phase pumps, maintenance background for sewer lagoons, lift stations, and treatment plants, high-pressure cleanout equipment, and the service of storm drain systems.
4. Interact with the public in a courteous, helpful and professional manner.
5. Work with co-workers, outside agencies, and vendors in a professional manner.

V. Work Environment and Physical Effort

This position is a physically strenuous and demanding job, requiring lifting, pulling and managing heavy equipment and objects. This position works in all weather, and must be prepared for both extreme heat and cold. This position must ensure that all activities are completed in a safe and efficient way.

The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

This position may at times be exposed to dangerous and/or toxic substances and must take necessary precautions to protect eyes, nose and skin from irritation and infection.

VI. Education and/or Experience

Education:

1. High school diploma or General Equivalency Degree (GED).

Experience:

1. Experience in water distribution and wastewater field is extremely helpful.
2. Some experience with electrical motors and mechanical controls is helpful.
3. Must become certified in water and wastewater within one year of employment.

VII. Certifications and Training

1. A valid Alaska driver's license with CDL endorsement.
2. 40 hour HAZWOPER - with annual refresher course.
3. Confined space entry.
4. Water Treatment and/or Distribution, Level I Provisional within 12 months of hire.
5. Wastewater Treatment and/or Collection, Level I Provisional within 12 months of hire.
6. Basic first aid / CPR training



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VIII. Supervisory Responsibility

None

IX. Scope of Employment

Regular, full time employment, non-exempt position.

X. Acknowledgment

I understand the duties of this position as detailed in this job description.

Employee: _____ Date: _____

This job description is accurate and has been reviewed with the above employee:

Supervisor: _____ Date: _____

This job description approved by:

	Initials	Date
Department Head:	_____	_____
City Manager:	_____	_____