

Water Wastewater Operator

City of Washington

Public Works Utility Department

Employee Name:

Job Title: Water Wastewater Operator

Department: Public Works Utility

Reports To: Public Works Superintendent

FLSA Status: Non-Exempt

POSITION SUMMARY

Under the supervision of the Public Works Superintendent, the Water Wastewater Operator is a non-exempt position under FLSA. This position is responsible for planning, directing and organizing the activities of the water and wastewater systems. This position performs a variety of skilled, technical, managerial, and organizational tasks related to the planning, construction, operation, repair, maintenance, and replacement of the City's water production and distribution systems and wastewater collection and treatment systems.

Supervising and reviewing projects is required. This employee should possess excellent technical, supervisory, managerial, and organizational, public relations and communication skills.

This employee is subject to pre-employment, random, and post-accident drug and alcohol testing.

ESSENTIAL FUNCTIONS

- Is proactive in all assigned duties;
- Completes reports and documentation as required by KDHE;
- Plans, schedules and implements construction, maintenance, and operation activities designed to provide quality water service for the City;
- Oversees construction and maintenance work to determine quality, acceptability, and conformance to KDHE and current standards;
- Inspects and supervises the maintenance and repair of chlorinators, well pumps, high service pumps, lift station pumps, and metering equipment at frequent intervals to ensure all aspects of the systems are functioning properly;
- Maintains and records scheduled inspections, cleanings, and repairs of the wastewater collection system and report any bypass or failure as required by KDHE;
- Maintains worker safety at various job sites and follows proper safety procedures;
- Utilizes appropriate personal protective equipment;
- Supervises subordinate personnel;
- Orders necessary equipment and supplies;
- Complete documentation of maintenance records on department vehicles, equipment, and facilities;
- Perform work in accordance with all federal, state and local laws, rules and regulations and within mandated and appropriate safety standards;
- Locates water and wastewater utility lines prior to excavations;
- Connects water and wastewater service lines;
- Locates and repairs water and sewer leaks;
- Inspect, test, repair and replace fire hydrants;
- Monitors and records pumping from wells to the water plant and from plant to the water tower;
- Attends related training and/or workshops in order to stay up-to-date with current laws and regulations and continuing education requirements as approved by governing body;
- Maintains wastewater treatment plant;
- Maintains daily records of usage readings;
- Collects water and wastewater samples as required by KDHE for testing and analysis;
- Changes water meters when necessary;
- Monitor and record treatment of water and wastewater;
- Checks, monitors, and records sewage lift stations and pumps for flow, maintenance, and any damage;

- Cleans the bar screen at the wastewater plant daily;
- Operates equipment such as backhoe, skid loader, 4 wheel loader, sewer cleaning machine, and dump truck;
- Performs other duties as deemed necessary or assigned;
- Assist with utility meter reading;
- Assists other departments as the need arises such as street repair, snow removal, power outages, etc;
- On-call coverage will be required on a rotating basis.

POSITION REQUIREMENTS

Experience: Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six months to one year of employment.

Education: A high school diploma or GED is required, and a technical degree or some college credit is preferred. A valid Kansas Commercial Driver's License is required, or the ability to obtain within six months of employment. Must acquire Water Operator Class 2 certification through the State of Kansas and must acquire WasteWater Class 1 certification according to state laws within two years of employment.

Residency: All full-time hourly city employees must live within a five-mile radius of the City of Washington.

Technical Skills: This employee should be able to operate various heavy equipment machinery. A working knowledge of electrical motors, mathematics, electronic controls, and methods and procedures used in a public water and wastewater system is required. A thorough working knowledge of rules, regulations, laws, ordinances, etc. is required in order to remain in compliance with same. This employee must have knowledge of pipe installation, connection and repair. This employee also must be able to operate hand tools and other equipment with a high degree of efficiency. Must have the ability to read and interpret meter readings and written instructions. Strong communication and technical skills are also required.

Problem Solving/Decision Making: Problem solving is a factor in this position. This employee encounters problems with equipment malfunctions, system failures or damage, and unplanned events. Decision-making is a factor in this position. This employee makes decisions about making system adjustments and major repairs.

Supervision: This employee works with supervision from the Public Works Superintendent and City Administrator.

Financial Accountability: This employee is responsible for departmental resources and equipment, with limited authority to purchase equipment and supplies. This employee verifies all purchases are delivered before payment is made and complies with the City of Washington Purchasing Policy.

Personal Relations: Frequent contact with the general public and subordinate personnel is expected. Strong communication and public relations skills are required.

Working Conditions: Some adverse working conditions exist within this position. This employee frequently works in outside weather conditions. Exposure to human blood and body fluids, hazardous chemicals, vibration, machinery, moist and damp working environments, excessive noise, and electricity is expected. This employee is occasionally exposed to fumes and/or airborne particles, toxic or caustic chemicals. This employee is expected to wear PPE supplied by the city where appropriate. This position is required to provide on-call coverage on a rotating basis.

Physical Requirements: Manual labor including the ability to climb stairs regularly, to lift heavy objects weighing up to 100 pounds, work in confined spaces, walking, climbing, reaching, stooping, and operating machinery is required daily in this position.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

THIS JOB DESCRIPTION LAST UPDATED July 13, 2021.