

WATER/WASTEWATER OPERATIONS SPECIALIST

APPOINTMENT

Appointed by the Utilities Commission upon recommendation of the Superintendent of Public Works. Salary established by the Utilities Commission.

OBJECTIVE

Perform duties involved in the construction, operation, maintenance and repair of the Water and Wastewater systems.

SCOPE

Work involves construction, operation, maintenance and repair of the Water and Wastewater treatment systems which includes water production and distribution and wastewater collection, treatment and disposal. Work involves standard testing, maintaining records, ground and building maintenance. Work is performed under the supervision of the Water/Wastewater Foreman and is reviewed through conferences on major operating problems or new equipment requirements, inspections, reports prepared and through observation of results obtained.

RELATIONSHIPS - Reports to: Superintendent of Public Works and/or Supervisor as designated.

MAJOR DUTIES AND RESPONSIBILITIES

- A. Shall assist in the construction, operation, maintenance and repair of wells and water towers used for the production and distribution of water. Shall assist in taking static levels and testing and control of chemical treatment.
- B. Shall assist in the construction, operation, maintenance and repair of watermains, hydrants, water meters and other related items.
- C. Shall assist in water service connections and installation of water meters and other related work.
- D. Shall assist in keeping accurate records, reports and logging all pertinent information required in water and wastewater treatment operations. Work includes preparation of necessary data and reports to other governmental agencies as required.
- E. Shall assist in the construction, operation, maintenance and repair of the wastewater treatment system which includes collection, treatment and disposal of sludge.
- F. Shall assist in the required sampling, testing and lab work necessary in water and wastewater treatment operations.
- G. Shall assist in the operation and maintenance of all water and wastewater treatment equipment.
- H. Shall assist in the maintenance and repair of sanitary sewer mains, manholes, flow meters, lift stations, storm sewer mains and catch basins.
- I. Shall attend safety meetings as required and shall assist in necessary safety precautions.
- J. Shall assist in the maintenance of buildings/grounds in the water and wastewater departments and other related work.
- K. Shall, when directed, attend such schools and workshops as necessary and pertinent to this position.
- L. Shall perform such other duties as directed by the Superintendent of Public Works and/or Department Supervisor.

POSITION

Water/Wastewater Operator Shall report to the Superintendent of Public Works and/or Department Supervisor and shall be responsible for assisting in the operations of the Water and Wastewater Departments.

COMPENSATION

The salary for the position shall be commensurate with the candidate's qualifications and experience and shall be established by the Utilities Commission.