

WATER/WASTEWATER OPERATIONS SPECIALIST

POSITION: Water/Wastewater Operator
DEPARTMENT: Water/Wastewater
REPORTS TO: Water/Wastewater Supervisor

SUMMARY

Assists in the operation, maintenance and control of the City Water and Wastewater Departments, including potable water system, wells, distribution system, wastewater collection system, wastewater treatment facilities, sludge disposal system and the certified lab to ensure safe, economical and efficient operation.

ESSENTIAL FUNCTIONS OF THE POSITION

Inspects the water system for proper operations and maintains records of the amount of water that is pumped.

Records the amount of chlorine, silicate, and fluoridic acid used, and takes static's. Installs, cleans, and repairs or replaces water meters.

Checks meters, gauges, pumps, and control panels to verify correct operation of equipment and records information.

Performs lab duties for water/wastewater facilities which include: BOD's, phosphates, total solids, total suspended solids, Ph's, ammonia, nitrates, chlorine residual, fluoride, fecal coliform, bacti's, and temperatures.

Operates and maintains pumps, control panels, chlorinators, and chemical feed pumps. Inspects lift stations for proper operation of motors and pumps.

Monitors and repairs plant equipment including cleaning and servicing final clarifiers and performing annual inspections.

Records daily flow of influent, waste and return sludge.

Locates and repairs water and sewer mains.

Maintains fire hydrants, wellhouse structures and water towers.

Transfers sludge on a daily basis.

Records dissolved oxygen levels at various locations in the facilities.

Jets sewer lines.

Assists in soil sampling for sludge disposal.

Maintains and operates sludge thickening equipment.

Obtains certified land for sludge disposal according to soil specifications.

Attends safety meetings and follows safety precautions according to OSHA standards.

Runs quality control tests for lab certification.

Maintains back-up generator.

Sludge judges primary and final clarifiers daily.

Performs daily testing of influent and effluent as required by the MPCA and adjust process controls accordingly.

Logs completed daily maintenance.

Cleans influent and bar screens daily.

Assists in reading of electrical and water meters and the maintenance of water meters.

Attends training as necessary.

Performs grounds maintenance and maintenance of all Department vehicles.

Performs other duties as apparent or assigned.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

High school diploma or general education degree (GED); minimum of two years experience in water/wastewater field; or equivalent combination of education and experience. Technical training is desired.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, blue prints, City maps, and procedure manuals. Ability to prepare routine reports and correspondence. Ability to communicate with other employees and the general public.

MATHEMATICAL SKILLS

Ability to make arithmetic computations using whole numbers, fractions, and decimals. Ability to compute volume, flow, detentions, flow velocities, digester loading, rates, percentages and ratios. Ability to figure sludge agents, food to mass, pressures. Ability to compute nitrogen and phosphorous and accumulative metals on certified land.

REASONING ABILITY

Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

OTHER KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of variable frequency drives, PLC's, lab equipment. Extensive maintenance skills.

Knowledge of general boiler operation, plumbing and electrical, and various styles of pumps.

General knowledge of computer operations and software programs.

Ability to work weekends and holidays, be on call and respond to calls during non-work hours.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Minnesota Commercial Drivers License (CDL) or eligibility to be licensed.

Type IV Sludge License

CPR Certification

Water/Wastewater licenses preferred

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and taste or smell. The employee frequently is required to walk; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to stand and climb or balance.

The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 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.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works near moving mechanical parts and in outside weather conditions and is regularly exposed to fumes or airborne particles and toxic or caustic chemicals. The employee frequently works with explosives. The employee occasionally works in high, precarious places and is occasionally exposed to wet and/or humid conditions, extreme heat, and vibration.

The noise level in the work environment is usually moderate.