

## **Sewer Treatment Operator**

Department: Sewer Treatment Classification: Part-time

FLSA Designation: Non-exempt

Salary Range: \$14.00 to \$18.00

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### **REPORTING RELATIONSHIPS**

Position Reports to: Public Works Director

Positions Supervised: none

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### **DISTINGUISHING FEATURES OF THE POSITION**

The Sewer Treatment Operator serves at the pleasure of the Public Works Director under the general supervision of the Mayor. This position is responsible for performing a variety of unskilled or semi-skilled maintenance work, operating a variety of equipment in the construction, operation, repair, maintenance and replacement of City sewer treatment facilities. On-call work will be required.

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### **FUNCTIONS & DUTIES**

As Sewer Treatment Operator, this position will be responsible to:

- Inspect, maintain and/or repair utility infrastructure of sewer treatment facility and grounds.
- Assist and provide support to the Public Works Director at times may be required to be on-call.
- Assist in scheduling and training maintenance staff.
- Ensuring that maintenance workers are knowledgeable of and adhering to safety regulations relating to the assigned field of work.
- Perform required labor involved in construction, reconstruction and maintenance projects.
- Take readings and input accurate data.
- Maintain a variety of records relating to inspections, maintenance activities, sewer testing, etc. and prepare reports as required
- Communicate with co-workers, citizens, and others in a courteous and professional manner.
- Attend training if deemed necessary.
- Other duties as assigned.

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**QUALIFICATIONS**

**EDUCATION / EXPERIENCE / CERTIFICATION:**

- High School diploma required.
- Minimum of two (2) years experience in related field.
- State certification in wastewater treatment II and collection II within 12 months of hire.

**REQUIRED KNOWLEDGE:**

- Equivalent to completed accredited apprenticeship in a recognized trade, craft or occupation; or equivalent to a four-year college degree.
- Beginner's knowledge of basic computer and technical skills.
- The materials, methods, equipment, and techniques commonly used in a given task.
- The hazards of such work and the safety precautions necessary to minimized them.
- Sewer treatment facility maintenance and repair.
- Considerable knowledge of materials, methods, practices and equipment of public works field operations such as water, sewer, maintenance, mechanical maintenance, and safety practices.
- Local infrastructure including the location and source of major utilities, rights-of-way, public property and public buildings.

**SKILLS / ABILITIES:**

- Ability to work in all types of weather for a prolonged period of time.
- Ability to understand and effectively carry out written and oral instructions and to complete and maintain accurate written reports.
- Ability to establish and maintain effective working relationships with general public and other employees.
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and recommend solutions.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to make decisions and interpret duties or daily operations within a functional area.
- Ability to lift heavy objects that generally require assistance.
- Ability to lift, stand, bend, walk, crawl or climb.
- Must be able to pass a pre-employment drug screening test.
- Must be able to pass a background check.

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**WORKING CONDITIONS:**

- Working conditions may vary.
- Regularly works in hazardous or potentially hazardous conditions with heavy equipment that is sensitive to over-handling.
- Regularly works outdoors, sometimes in extreme weather.