



## Job Description

<b>Job Title</b>	Water/Wastewater Operator II	<b>Department</b>	Public Works
<b>Reports to</b>	Public Works Director	<b>Salary Level</b>	VIII
<b>Classification</b>	Non-Exempt	<b>Revision Date</b>	05.01.2014

### I. General Description

This position is responsible for serving as a crew leader and providing for the operation and maintenance of the City water and wastewater systems, and directly responsible for the water distribution, wastewater collection, water and wastewater treatment plants, and sewer lagoons, and be able to operate heavy equipment 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 and maintain the City water treatment, water distribution, wastewater collection and wastewater treatment facilities, based on maintenance schedule. Ensure spare parts and supplies are on hand for emergency repairs.
2. Serve as crew leader on water and wastewater system operations and maintenance tasks.
3. Provide regular monitoring of the sewage effluent, drinking water and landfill monitoring wells, and timely reporting to ADEC.
4. Operate heavy equipment.
5. Participate in the maintenance and operations of all other Public Works facilities including, storm water systems, streets and roads, street signage, parking lots, harbor and dock facilities, snow removal, landfill and buildings and grounds.

### IV. Knowledge, Skills and Abilities

#### Knowledge:

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

1. 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.
2. Must have a working knowledge of all Public Works facilities.
3. Knowledgeable in the operation of all Public Works equipment, both heavy and small.
4. Knowledgeable in construction techniques required in the maintenance and installation of Public Works facilities.



## Job Description

### Skills and Abilities:

This position must demonstrate the following skills and abilities:

1. Must have a valid Alaska driver's license with CDL endorsement.
2. Must frequently make independent, sound decisions on system operations and must perform these duties in a manner that reflects positively on the City and the department.
3. Understand OSHA and AKOSH safety standards; required to attend weekly safety meetings.
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.
6. Perform manual labor as required in the maintenance, operation and installation of facilities, sometimes working under adverse weather conditions.

### **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).
2. Technical school training in water and wastewater treatment, pump and motor maintenance courses preferred.

#### Experience:

1. For water and wastewater certification, one (1) year as an OIT (Operating in Training) and ability to become certified at the required levels within the second year.
2. Must have a valid Alaska Driver's License with CDL endorsement.



## Job Description

### VII. Certification and Training

1. This position requires the following minimum certification by the State of Alaska, Department of Environmental Conservation in water and wastewater operations:

Wastewater Collection	Level I
Wastewater Treatment	Level I
Water Distribution	Level I
Water Treatment	Level I

#### Required Training:

1. 24 hour Hazwoper – with annual refresher course.
2. Basic first aid / CPR training.
3. Confined space entry.
4. Operators: chlorination, basic pump maintenance, boiler operations, testing procedures.
5. A background in medium to heavy excavations operations is very desirable.
6. National Incident Management System (NIMS) compliance training and certification.

### VIII. Supervisory Responsibility

Water/Wastewater Operator I/Heavy Equipment Operator

### 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:	_____	_____