



Water/Wastewater Operator I Town of Wheatland

GENERAL PURPOSE

This position is responsible for performing a variety of entry level skilled duties related to the construction, installation, maintenance, and repair of the Town's water and wastewater systems.

SUPERVISION RECEIVED

This position will be under the supervision of the Water/Wastewater Superintendent and Foreman.

SUPERVISION EXERCISED

None

ESSENTIAL FUNCTIONS

- Water Supply
 - Inspect work in progress to assure compliance with established construction (distribution lines, hydrants and valves) and water quality standards
 - Operate various types of heavy equipment such as trucks, backhoe, and trenching equipment
 - Perform installation or repair water service connections, water lines, and meters, repair or replace fire hydrants and water meters, and repair water mains
 - Maintain and monitor storage tanks
 - Connect and disconnect services
 - Use leak detection equipment to locate water line leaks
 - Install new water lines using various power equipment and tools, pipe threader, tapping machine, pipe cutting saw, etc
 - Make road cuts
 - Operate a variety of hand tools and small power equipment such as jack hammers, compressors, packing machine, tamper, tapping machine, and clean tools and equipment to assure proper working order
 - Maintain pump equipment, remove, clean and replace defective parts, lubricate bearings, and adjust packing
 - Monitor town water well storage levels, and assure proper operation of telemetering equipment
 - Participate in work zone safety procedures.
- Water Treatment
 - Monitor chlorine levels
 - Test water using DPD tester to assure proper chlorine residual levels
 - Read water flow meter and chlorine pound per day gauge
 - Calculate chlorine dosage and make proper adjustments
 - Draw water samples to test for bacteria and conduct pressure tests
- Wastewater Collection

- Conduct manhole surveys to check for damaged lids and rings
- Operate a variety of hand and power tools and equipment as needed to install, maintain, and repair manholes, etc.
- Replace or reset manholes as needed to bring them up to road grade
- Travel town collection system routes to monitor line condition
- Observe system flow, take flow meter readings, and remove debris and obstructions to prevent line back-ups and property damage
- Observe connection operations to assure compliance with established methods and procedures
- Issue stop-work orders based on compliance
- Monitor collection line system to prevent illegal or unauthorized connections, tampering, or dumping and initiate correction action
- Operate heavy equipment including front-end loader, backhoe, JetVac high pressure sewer cleaning vehicle and forklift
- Dig trenches, transport materials and waste
- Wastewater Treatment
 - Assist in the operation of the wastewater treatment and system facilities, sludge processing and removal
 - Check and assure that all stages of the waste water treatment processes are maintained in proper working condition including screens, aerators, ponds/lagoons, etc.
 - Periodically check pumps, flow, and mechanical processes
 - Perform a variety of working level technical duties related to the operation, maintenance, and repair of treatment plant equipment to assure efficient processing of influent raw sewage
- Water Meters
 - Install new meters
 - Record current meter readings
 - Work with utility clerk in processing the water readings, rereads, and changes
 - Maintain meters and remote reads
 - Inspect or test for proper operations
 - Repair and replace as needed
 - Record final readings
 - Prepare and submit various work records
 - Perform basic equipment servicing

KNOWLEDGE AND SKILLS

- Knowledge of operating basic manual and power tools, the standard practices, methods, materials, and tools necessary for pipeline construction and repair activities; pipe fitting procedures, pipe classifications and type; the occupational hazards and safety precautions of trench work construction and pipeline maintenance work; hazards common to heavy equipment operation; drain system construction methods etc.; interpersonal communication skills
- Skills in the use of specialized equipment including backhoe, dump truck, boom truck, loader, computer, pick up and various hand and power tools
- Ability to operate heavy equipment of various kinds under varying conditions, perform heavy physical labor, develop, and maintain effective working relationships with coworkers, elected officials, local agencies and the general public; communicate effectively, both verbally and in writing; work from blueprints; tolerate weather extremes in the work environment; ability to perform basic mathematical computations in reading and using various meters, gauges and related devices.

MINIMUM QUALIFICATIONS

- High school diploma or equivalent
- At least one (1) year of experience in construction, maintenance, or repair of water distribution systems would be preferred but not required

SPECIAL QUALIFICATIONS

- Class B CDL with Tanker Endorsement
- Must obtain Water/Wastewater Certifications
- Ability to take call and 24-hour standby.

WORK ENVIRONMENT

Tasks require variety of physical activities, generally involving muscular strain related walking, standing, stooping, sitting, and reaching. Talking, hearing, and seeing are essential to performing required job functions. Common eye, hand, finger, and dexterity are necessary. Mental application utilizes memory for details, verbal instructions, emotional stability and discriminating thinking.

As a Town of Wheatland employee, you will be required to complete other duties as assigned.



Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I, _____ have reviewed the above job description.

Date: _____