

JOB TITLE Water & Wastewater Plant Operator		DATE March 2021	PAGE 1
DEPARTMENT Water & Wastewater	SALARY SCHEDULE	REPORTS TO Water & Wastewater Plant Operator Lead	

SCOPE OF JOB

General Statement of Duties: Performs skilled maintenance operations work involving the water distribution and wastewater collection systems for the City, assists the Street Department; and performs related duties as required.

Supervision received: Works under the general and technical supervision of the Water & Wastewater Plant Operator Lead.

Supervision Exercised: None.

PERFORMANCE RESPONSIBILITIES

The listed examples may not include all duties performed by all positions in this class. Duties may vary somewhat from position to position in a class.

Reads out pumping stations in the water and wastewater systems, records information, and ensures everything is operating properly.

Responds to calls involving plugged sewers, sewer backups, water main breaks, requests for water shutoffs, leaks, frozen water lines, etc.

Installs new water mains and sewer lines.

Maintains and inspects all water and wastewater equipment.

Collects samples, performs tests, and records information.

May operate a sewer jetter to clean sewer lines.

Installs, repairs, calibrates, and replaces water meters.

Read water meters and report information.

May mow grass and use a weedeater at water and wastewater plant; assists with mowing other City-owned land.

Backwashes water plant filter.

Flushes, paints, and installs fire hydrants; may repair fire hydrants, prepares hydrants for winter in the fall.

Shovels, de-ices, sands, and blows snow on City-owned property.

Assists with tree trimming.

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<p>PERFORMANCE RESPONSIBILITIES (Continued)</p> <p>Maintain City pool, monitor and add chemicals as necessary, maintain and repair pool equipment, and respond to emergency and maintenance calls.</p> <p>Places barricades around work areas.</p> <p>Delivers material and equipment to various locations and maintains equipment.</p> <p>Assists the other divisions within the department and occasionally the Electric Utility with various projects.</p> <p>May act as backup for emergency calls involving the water or wastewater system when the director is away.</p> <p>Digs and repairs curb stops.</p> <p>May operate loaders, snow plow, dump truck, and the motor grader to remove snow or blade gravel roads; hauls gravel or dirt.</p> <p>May operate a cutting torch and welder for miscellaneous projects.</p> <p>May operate loaders, snow plow, dump truck, and the motor grader to remove snow or blade gravel roads; hauls gravel or dirt.</p> <p>Shares weekend water/wastewater responsibilities.</p>
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<p>KNOWLEDGE, SKILLS, ABILITIES</p> <p>Considerable knowledge of tools, methods, operations, and materials used in general maintenance of water/wastewater.</p> <p>Working knowledge of the occupational hazards and safety precautions necessary to perform manual and maintenance work with the water and wastewater systems.</p> <p>Working skill in repair and maintenance of equipment and facilities.</p> <p>Working skill in testing water and sludge samples.</p> <p>Considerable ability to perform heavy manual labor for long periods, sometimes under adverse conditions.</p> <p>Considerable ability to communicate effectively with other City employees and the general public.</p> <p>Working ability to follow oral and written instructions.</p>

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MINIMUM QUALIFICATIONS

Minnesota Class C driver's license or equivalent out-of-state license,
Class D Wastewater and Class D Water Operator's Certificate. Must obtain
both certificates within one year of employment.
CDL Class B license within one year.
Swimming Pool Certification within one year.

DESIRABLE QUALIFICATIONS

Two years of experience in the water and wastewater field; or one year of above
experience and vocational/technical training in water and wastewater
treatment. Class C Wastewater and Class C Water Operator's Certificate

PHYSICAL REQUIREMENTS

Frequently requires the ability to bend, stoop, squat, climb heights and stairs,
crouch, kneel, twist, and extend wrists/arms.
Frequently requires ability to push/pull and lift up to 100 lbs., at times with
assistance, occasionally up to 150 lbs.
Frequently requires ability to communicate verbally, hear ordinary conversation
and hear high or low pitched sounds, requires corrected vision to normal range
and ability to distinguish color.

ENVIRONMENTAL ADAPTABILITY

Ability to work under generally unsafe and uncomfortable conditions where exposure to environmental factors may cause discomfort and poses a risk of injury.

Exposure to all types of weather conditions while working outside.

Ability to perform manual labor for extended periods of time, at times under adverse climatic conditions.

The City of Ortonville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date