**Camden County Water and Sewer District #4** Revised:

January 2020

**JOB DESCRIPTION**

**JOB TITLE: Water/ Wastewater Operator**

**Position Objectives**

To perform a variety of skilled and semi-skilled technical and maintenance work in the operation, maintenance and repair of the water / wastewater treatment facilities and distribution and collection systems.

**Duties and Responsibilities**

Water

* Reads water meters once a month and reports results to billing staff.
* Flushes main lines when necessary and records data on flushing records form.
* Collects and tests necessary water samples.
* Makes adjustments as necessary.
* Maintains, installs and repairs water meters.
* Maintains applicable water system records.
* Performs duties and functions related to water quality and safety.
* Repairs and maintains water lines as necessary.
* Other duties as assigned.

Wastewater

* Records statistical data concerning plant operations.
* Maintains, operates, repairs and replaces equipment as necessary.
* Operates, maintains, and repairs malfunctions at the wastewater treatment plan; repairs pumps, filters and other controls and equipment.
* Maintains, modifies or repairs instrumentation and control equipment.
* Assures that treatment plant operate within required standards.
* Operates and maintains sewage pump stations.
* Repairs and maintains sewer lines as necessary.
* Other duties as assigned

Laboratory Operations

* Collects samples and identifies concentrations of chemical, physical or biological characteristics of water / wastewater required in accordance with local, state, and federal requirements.
* Gathers and tests wastewater samples as required for daily operations of treatment facility.
* Maintains accurate records of analysis and test results for water and wastewater.

(Laboratory Operations: Continued)

* Performs quality control tests on lab equipment and lab analysis.
* Evaluates data and writes reports as required.
* Evaluates procedures and results for accuracy and determines appropriate methods.
* Other duties as assigned

General

* Performs duties in a safe manner following generally accepted safety guidelines and provided equipment.
* Locate water and sewer utilities as required by Missouri One-Call
* Provides back-up to related positions.
* General equipment operations.
* Operates tanker truck as required for sludge hauling.
* Performs other duties as assigned.

**Essential Knowledge, Skills, and Abilities**

* Usage of power tools or machinery
* Apply basic plumbing principals
* Electrical operations of well houses, treatment Plants, lift Stations and related controls.
* Basic construction skills as they apply to water and wastewater maintenance
* Heavy equipment operating skills
* Understand flow of traffic
* Ability to understand and carry out written and oral instruction.
* Install signs accurately for water and wastewater maintenance along roadways
* Deal with others in a professional manner
* Maintain professional composure in heated situations
* Follow district policies and procedures
* Work as a team member with other employees
* Meet required or specified deadlines
* Work autonomously when necessary
* Handle multiple tasks simultaneously with frequent interruptions
* Ability to perform control calculations.
* Ability to operate a variety of lab and testing equipment.

**Physical Requirements**

Job requires individual to be physically able, on a daily basis, to bend, walk, occasionally lift and carry up to 100 lbs.

**Potential Hazard Exposure**

Job requirements may result in exposure to extremes of temperature, contact with fuel and chemicals on a daily basis and the potential contact with human or infectious waste.

**Dress Requirements**

Comfortable, clean clothing with comfortable shoes provided by employee. Hard hats required for some jobs (provided by the District).

**Desirable Education, License and Experience**

* The person in this position must have a High school diploma or its equivalent. An equivalent combination of education and experience will be considered.
* Must possess a valid Missouri driver’s license. Ability to acquire within six months of the date of hire; a “Class A” with Tanker and Air-brake endorsements.
* Class D or above Wastewater Operator Certification.
* Class D or above Water Treatment Operator Certification.
* DSI or above Water Distribution Operator Certification.
* Experience in the field of Water / Wastewater operations.

**Job Context**

Status Full-time

Department Water / Wastewater Utility

Immediate Supervisor Field Supervisor

Supervised Employees None

Type of Work Schedule Mostly regular hours, year-

 round, flexibility required

Frequency of Overtime Occasionally

Frequency of Night Work Occasionally

On Call Status On Rotation

By signing below I am agreeing I have read and understand the job description for the position I am applying for.

Applicants Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_