

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 plant; 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:_____

