

VILLAGE DISTRICT OF EASTMAN

JOB TITLE: Water/Wastewater Operator

STATUS: Hourly

JOB SUMMARY: This position is responsible for assisting with the operations and maintenance of the water supply, treatment, distribution and storage system, and the wastewater collection, treatment and disposal system. The operator performs a variety of unskilled and semi-skilled maintenance work, and operates a variety of equipment in the construction, operation, repair, maintenance, and replacement of VDE's water and wastewater systems.

SUPERVISION RECEIVED:

Works under the supervision of the General Manager of the VDE.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or of a logical assignment.

Inspects, tests/samples, operates and/or repairs equipment, pumping stations, reservoir, wells, meters, and other elements of the water and wastewater systems at frequent intervals. The work is typically performed while standing, walking, bending, crouching, or stooping. The employee must frequently lift light and heavy objects, climb ladders, use tools or equipment requiring a high degree of dexterity, and be able to distinguish between shades of color.

1. Ensure that all aspects of the water and wastewater systems are functioning properly. Assists in the maintenance of pump stations and control valves.
2. Assists in maintaining water quality by taking water samples and maintaining proper operation of water treatment equipment. This includes chemical feed system adjustments and maintaining and filling of chemical feed systems bulk and day tanks.
3. Assists in the operation of the Water Treatment Plant and Wastewater Treatment, Collection and Disposal system using SCADA.
4. Assists in collecting routine water and wastewater samples from the sources and sampling locations and performing laboratory analysis.

5. Maintains a variety of records for both water and wastewater relating to inspections, maintenance activity, water supply, treatment, consumption, etc. Assists in the preparation of daily work reports.
6. Responds to complaints regarding water leaks, pressure loss or no water; evaluates situation; explains findings to supervisor.
7. Responds to complaints regarding wastewater concerns; works with supervisor to evaluate situation.
8. Ensures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.
9. Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to supervisor; cleans equipment.
10. Performs all duties in conformance to appropriate safety and security standards.
11. Performs required labor involved in construction and maintenance of projects as part of a crew, pavement cutting, ditch digging, line cleaning, main and pipe repair, laying and backfilling.
12. Make water service connections to water mains, including line tapping and installation of valves.
13. Cuts, fits, lays, repairs, taps, cleans and flushes water mains, pipe, gates and fittings on repairs of mains and services and installation of services; assists in shutting off broken sections of water mains.
14. Services water supply and other pumps; flushes blow-offs and cleans storage tanks.
15. Services wastewater pumps, valves, mains and other system components as necessary.
16. Installs, reads, repairs, and replaces water meters. Assists with backflow tests.
17. Performs basic and routine maintenance on equipment and vehicles; washes assigned vehicles and checking and logging oil/liquid levels.
18. Performs watershed and distribution system maintenance including repairs to fences, signs and vegetation.
19. Assists in creating prioritizes and scheduling daily work.
20. Gathers materials and supplies used in daily activities; maintains records of materials used.
21. Responds to emergency service calls as required; coordinates personnel and equipment needs.
22. Operates a variety of power construction and maintenance equipment.
23. Performs ground maintenance including landscaping, grass cutting, weed-whacking, and snow removal as required.
24. Drives trucks of various sizes and weights in the loading, hauling and unloading of various equipment, gravel and sand.
25. Works in confined spaces with the proper confined space equipment.
26. Performs daily cleaning of facilities including sweeping, dusting, washing floors and windows.
27. Performs painting of facilities including buildings and piping.
28. Performs other duties as assigned by VDE management.

DESIRED MINIMUM QUALIFICATIONS

1. Education and Experience:

- a. Graduation from high school education or GED equivalent, and
- b. One (1) years of experience in grounds and general maintenance, and
- c. Possession of or ability to obtain a New Hampshire Grade I Water Treatment and a Grade 1 Water Distribution License.
- d. Possession of or ability to obtain a New Hampshire Grade I Wastewater Collection/Treatment license.
- e. Any equivalent combination of education and experience.

2. Necessary Knowledge, Skills and Abilities:

- a. Knowledge of state and federal guidelines relating to the operation of water treatment and distribution systems.
- b. Knowledge of state and federal guidelines relating to the operation of wastewater collection, treatment and disposal systems.
- c. Working knowledge of the tools, methods, and materials used in the following trades; carpentry, plumbing, electrical repairs, painting, masonry, automotive mechanics;
- d. Ability to work weekend shifts and to be available on a 24 hour -7 day per week basis when designated as the "on-call" person on a bi-weekly basis . Must be able to respond to emergency pages within a 1-hour time frame.
- e. Skill in operation of some of the listed tools and equipment.
- f. Skill in performing standard mathematical calculations.
- g. Skill in oral and written communication.
- h. Knowledge of the methods & practices of installing, maintaining, repairing & operating distribution system, metering, storage & supply systems.
- i. Skill in laying pipe. Skill in the use of such tools as wrenches, pumps, concrete saw, jackhammer and metal detector. Skill in operating equipment, including a backhoe and dump truck.
- j. Skill in the construction, maintenance, and repair of water lines and wastewater mains.
- k. Ability to perform heavy manual tasks for extended periods of time;
- l. Knowledge of occupational hazards and safety precautions;
- m. Ability to communicate effectively verbally and in writing;
- n. Ability to establish and maintain effective working relationships with employees and the public;
- o. Ability to understand and carry out written and oral instructions.
- p. Experience sufficient to thoroughly understand the work of subordinate positions, to be able to answer questions and resolve problems, usually associated with one to three years experience or service.
- q. Possession of a valid general driver's license issued by the State of New Hampshire and maintaining the license at all times during employment.

TOOLS AND EQUIPMENT USED

Motorized vehicles and equipment, including dump truck, pickup truck, utility truck, lift truck, tamper, plate compactor, saws, pumps, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, ditch witch.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls & reach with hands and arms. The employee frequently is required to stand, talk or hear. The employee is occasionally required to walk, sit, climb or balance, stoop, kneel, crouch, or crawl, & smell.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 80 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.

Employee must abide by a dress code including but not limited to wearing steel-toe boots, work shirts and work pants during all work hours including when being called in for emergency periods. A clothing allowance is provided.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in a water treatment building or pump house, wastewater collection and treatment stations, a warehouse and outside weather conditions. The employee frequently works near and is exposed to moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in and is exposed to high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock, noise, dust, dirt, grease, machinery with moving parts, and occasional cold or inclement weather. The work requires the use of protective devices such as masks, goggles, or gloves and ear protection.

The noise level in the work environment is usually loud.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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