



Title: Waste Water Operator I

FLSA Status: Non-Exempt

SAFETY STATUS: Safety Sensitive Position

BRIEF DESCRIPTION:

The purpose of this position is to maintain the Wastewater Plant and waste water lines for the city. This is accomplished by repairing sewer lines and pipes, cleaning drying beds, sanitizing clarifiers, checking pumps regularly, and maintaining UV lights. Other duties include washing trucks and other city vehicles, and being on call for emergencies.

REPORTS TO:

This position reports to the Assistant Water/Wastewater Superintendent.

SUPERVISES:

None

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions	% of Time
1	H	Maintains waste water system for the city by identifying problems; digging around problem areas; cutting and replacing lines and pipes; covering dug up areas; inspecting pumps and other components to ensure proper functioning; and replacing UV lights as needed. Performs other assigned duties as required by Assistant Water/Wastewater Superintendent.	60%
2	M	Keeps facilities and waste water equipment clean by raking sludge into the tractor bed; disposing of sludge in the trash; washing clarifiers with a high pressure washer; cleaning drying beds; washing trucks, tractors, and other heavy equipment; and mopping floors as needed.	40%



JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	Work requires knowledge necessary to understand basic operational, technical, or office processes. Minimum Level of knowledge shall be four years of high school with diploma or equivalent.
Experience	No previous experience required.
Supervision	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
Human Collaboration Skills	Work requires regular interaction involving exchange and receipt of information.
Freedom to Act	Receives Direction: Within this job, the employee normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results. The employee has some opportunity for discretion when making selections among a few, easily identifiable choices. The assignment is usually reviewed upon completion.
Technical Skills	Basic: Work requires the use of standard technical skills appropriate to the work environment of the organization.
Fiscal Responsibility	Has no budgetary/fiscal responsibility.
Reading	Basic - Ability to recognize meaning of common two- or three-syllable words. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Math	Basic - Ability to perform the four basic arithmetic operations. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Writing	Basic - Ability to write simple sentences containing subject, verb, and object, and/or series of numbers, names, and addresses. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Certification & Other Requirements	Valid Class C driver's license.



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-				
Sedentary	Light	Medium	Heavy X	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C Continuously 2/3 or more of the time.	F Frequently From 1/3 to 2/3 of the time.	O Occasionally Up to 1/3 of the time.	R Rarely Less than 1 hour per week.	N Never Never occurs.
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	C	observing work site, observing work duties
Sitting	R	desk work, driving
Walking	C	around work site
Lifting	F	supplies, equipment
Carrying	F	supplies
Pushing/Pulling	C	hose
Reaching	C	for supplies
Handling	C	paperwork
Fine Dexterity	C	calibrating equipment
Kneeling	R	retrieving items from lower shelves/ground
Crouching	N	
Crawling	R	under equipment, inside attics/pipes/ditches
Bending	C	retrieving items from the ground
Twisting	F	getting inside vehicle
Climbing	O	onto equipment
Balancing	C	on equipment
Vision	C	observing work site, reading
Hearing	C	communicating with co-workers and public and on telephone, listening to equipment
Talking	C	communicating with co-workers and public and on telephone
Foot Controls	C	driving, operating heavy equipment
Other (specified if applicable)		



MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

City vehicle, shovel, backhoe, tractor, hand tools, trencher, boring equipment

ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
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D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
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-Health and Safety Factors-	
Mechanical Hazards	F
Chemical Hazards	F
Electrical Hazards	R
Fire Hazards	R
Explosives	N
Communicable Diseases	F
Physical Danger or Abuse	F
Other (see 1 below)	N

-Environmental Factors-	
Respiratory Hazards	D
Extreme Temperatures	D
Noise and Vibration	D
Wetness/Humidity	D
Physical Hazards	D

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED:

Hard hat, gloves, steel-toe boots, safety glasses, mask, body suit, Safety Vest

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
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-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	R
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	R
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 2 below)	N

(2) N/A

PRIMARY WORK LOCATION:

Office Environment		Vehicle	X
Warehouse		Outdoors	X
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3)N/A



SIGNATURE – REVIEW AND COMMENTS:

I have reviewed this description and understand the requirements and responsibilities of the position.

	_____ Signature of Employee	_____ Date
_____ Job Title of Supervisor	_____ Signature of Supervisor	_____ Date
_____ Job Title of Department Head	_____ Signature of Department Head	_____ Date

Comments: _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.