Public Works Department
Job Description

POSITION: Water/ Wastewater Operator (Public Works)

CLASSIFICATION: Full – Time Permanent

DEPARTMENT: Public Works

SUMMARY OF WORK: Responsible for operation and maintenance of all water and wastewater facilities for the Town of Columbus in compliance with State of Montana and federal statutes governing public water and wastewater facilities. Performs duties of repair and maintenance of City owned streets, alleys, parks, cemetery, drainage facilities. Operates City owned equipment utilized in repair and maintenance of Public Works Facilities and grounds.

SUPERVISION RECEIVED: Works under the direction of the Public Works Director.

SUPERVISION EXCERCISED: None.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Position requires the ability to communicate orally and in writing, supervise, maintain accurate records and read and understand construction standards and regulations.
Operates and maintains water distribution and wastewater collection and treatment systems in compliance with State of Montana and Federal regulations.
Position may be required to be on call for after-hour emergencies such as water leaks, sewer plugs, snow and ice control, street or drainage problems or other Public Works operations issues.
Operates heavy and light equipment including backhoes, dump trucks, excavators, skid steers, jet trailers, vac trucks, and other Public Works equipment to facilitate repairs of the water and wastewater systems.
Make daily inspections of water pumping facilities and Wastewater Treatment Facility as well as all water storage facilities and maintain accurate records.
Maintains and repairs pumps, chlorination systems, meters, and associated equipment.
Collects required water and wastewater samples and submits for laboratory analysis.
Perform system repairs including water main breaks, service line repairs, hydrant maintenance, and sewer system maintenance.
Maintains files recording location, sizes, conditions and specifications of water and wastewater production, treatment, distribution, storage facilities and all related equipment.

Maintains and updates individual place number files reflecting work orders, meter information, curb stop location and any other pertinent information or comments.
Ensures the proper maintenance of equipment and tools utilized in the performance of the water and wastewater duties described herein.
Works with the Public Works Director on implementation and scheduling of major repairs, construction and reconstruction of water and wastewater facilities.
Assists with snow removal, ice control, and seasonal operations.
Performs maintenance and repair of streets, alleys, storm drainage systems, parks, cemetery, and other City facilities.
Performs manual labor including excavation, grading, lifting, and material handling.
Collects and updates G.I.S data of existing and new facilities throughout the distribution and collection system of Columbus.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

1) Graduation from High School or GED equivalent

2) Must possess or obtain within 12 months a minimum level Class IIA State of Montana Water Distribution and Class C III Wastewater Operator certification.

3) 5 years' experience in municipal water and wastewater operation.

4) 5 years' experience related to construction; installation, repair and maintenance of water and sewer mains and all related appurtenances, or

5) Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

1) Thorough knowledge of municipal water and wastewater system operation, regulations and maintenance; knowledge of pumps; knowledge of water and wastewater sampling procedures; knowledge of water and sewer line repair; knowledge of hazards and safety precautions in the operation and maintenance of water and wastewater facilities.
2) Skill in the operation of heavy equipment and other tools and equipment and skills in maintaining pumps and taking samples.
3) Ability to operate and maintain various equipment used in water and wastewater repair and maintenance, and other public works infrastructure maintenance and repair; ability to organize, supervise, inspect and perform maintenance activities. Ability to read, analyze, and interpret project plans and design standards manuals. Ability to respond to common inquiries or complaints from citizens and regulatory agencies. Ability to effectively present information to the Public Works Director and/or Mayor and City Council. Ability to calculate figures and amounts such as area, circumference, quantities and volume related to water and wastewater systems. Ability to apply concepts of basic math. Ability to operate and maintain heavy equipment.

SPECIAL REQUIREMENTS

Possess a valid state of Montana driver's license. May be required to obtain a Commercial driver's license.

TOOLS AND EQUIPMENT USED

This position should know the operation and use of motorized vehicles and equipment including but not limited to; backhoe, motor grader, pickup truck, utility truck, dump truck, street sweeper, jet trailer, tapping machines, meter reading equipment, line locating equipment, G.I.S data collection equipment, SCADA systems, vacuum excavation trailer, street roller, tamper, plate compactor, saws, pumps, compressors, street sanders, generators, hand and power tools, pot hole patching equipment, shovels, rakes, wrenches, detection devices, mobile radios, cell phones, phones, personal computers, copy and fax machines.

PHYSICAL DEMANDS

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

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 and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is frequently required to walk on level or uneven ground; sit; climb or balance; stoop, kneel, crouch, crawl and smell.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 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.

WORK ENVIRONMENT

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

While performing the essential duties of this job, the employee frequently works in outside weather conditions including but not limited to extreme cold, extreme heat, wind, rain, snow and icy conditions. The employee frequently works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally

exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The employee frequently works in utility trenches, digs with backhoes and hand equipment near underground utilities and works near and in high traffic areas. The noise level in the work environment is usually loud in field settings and moderately quiet in office settings.

SELECTION GUIDELINES

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

The duties and functions listed above 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 a logical assignment to the position.

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.

COMPENSATION

Wage: Depending on experience and operator certification level. Higher wages may be considered for candidates with applicable certifications and experience.

JOB PERFORMANCE STANDARDS

Evaluation of this position will be based primarily upon performance of the essential duties and requirements listed within this job description.