

**CITY OF SILVER BAY**  
**POSITION DESCRIPTION**  
**WATER & WASTEWATER PLANT OPERATOR**

Primary Function: Under supervision, operates and maintains water and wastewater treatment plant facilities and related distribution and collection systems, cooperates with and assists other departments as necessary and required.

Tools and Equipment: Water and wastewater treatment equipment such as grinders, digesters, sludge pumps, water pumps, chemical feeders, filters, tanks, pipes, computers, sewer jetting, trucks, loader, tractor, test equipment, hand and power tools, pick, broom, shovel, etc.

Materials: Chemicals such as sodium metabisulfate, lime, chlorine, ferric chloride, fluoride, testing chemicals, and any other chemicals used in the operation and testing of water and wastewater treatment plants.

Source of Supervision: Utilities Superintendent

Direction Exercised: May serve as acting superintendent in superintendent's absence; may occasionally direct part-time staff.

Working Procedure

1. Performs work as necessary and required and receives direction from Utilities Superintendent
2. Operates wastewater treatment plant by performing duties such as tending grinder, digester, filter, pumps, valves, chlorinators, etc. Makes routine tests and keeps routine records, changes charts, adjusts chemical feed rates, adds chemicals as required. Takes and prepares samples, records.
3. Operates water treatment plant by performing such tasks as regulating pumps & chemical feeders, adding specified amounts of prescribed chemicals, operating valves, making and recording tests for chlorine, fluorine, etc. Checks pumps, tanks, and clear and wet wells as required.
4. Must be able to operate auxiliary generator.
5. Installs and repairs water and sewer lines. Taps lines, installs sleeves & pipes. Flushes water lines, checks and maintains hydrants, clears sewer lines as necessary.
6. Performs maintenance work such as lubricating equipment, packing pumps, checks and replaces bearing, replaces worn parts & equipment, cleans & paints tanks, performs minor maintenance welding.
7. Keeps area in clean and orderly condition.
8. Assists other departments as necessary.

Desired Minimum Qualifications

1. Physically fit to perform strenuous work.
2. Have a valid Class "B" drivers license with tanker endorsement.
3. Have a valid minimum Class "D" certification for water and wastewater.
4. Have the skills to operate, maintain, and repair city equipment and facilities.
5. Additional education (at city expense) may be required.

## 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 frequently required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl.

The employee is occasionally required to walk, sit and talk or hear. The employee must frequently lift and/or move up to 25 pounds, and occasionally lift weights up to 100 pounds. Specific vision abilities required by this job include close vision, color vision, 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 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 frequently works near moving mechanical parts or in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals.

The noise level in the work environment is moderately noisy.

## Selection Guidelines

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

The duties 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.

Council Approval Date: 6/1/98                      Revision History: