

CITY OF ALBION, IDAHO

DEPARTMENT: **MAINTENANCE**

POSITION: **WATER/WASTEWATER OPERATOR and
MAINTENANCE WORKER**

LAST UPDATE: **MARCH 2018**

FLSA STATUS: **NON-EXEMPT**

JOB SUMMARY

Performs a variety of skilled and semi-skilled technical work in the operation, maintenance and control of the City Water and Wastewater treatment facilities and systems; including potable water system, wells, distribution system, wastewater collection system, wastewater treatment facilities, sludge disposal system and the certified lab testing process and procedures to ensure safe, economical and efficient operation. Provides general City maintenance duties on city facilities, grounds, equipment, water system, electrical system, sewer system, and road system.

NATURE AND SCOPE:

This is a full-time position that works under the direct supervision of City Maintenance Supervisor and the Mayor and the broad policy guidance of the City Council.

MINIMUM JOB PREREQUISITES AND SKILLS:

1. Knowledge of procedures, tools, equipment and materials used maintaining and operating municipal water and wastewater facilities and infrastructure.
2. High school diploma or general education degree (GED).
3. Citizen of the United States, or ability to legally work in the United States.
4. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, blue prints, City maps, and procedure manuals.
5. Ability to prepare routine reports and correspondence.
6. Ability to communicate with other employees and the general public.
7. Ability to make arithmetic computations using whole numbers, fractions, and decimals.
8. Ability to compute volume, flow, detentions, flow velocities, rates, percentages and ratios.
9. Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form.
10. Ability to deal with problems involving several concrete variables in standardized situations.
11. Knowledge of variable frequency drives, pumps, lab equipment.
12. Extensive maintenance skills.

13. Knowledge of general plumbing and electrical operations, and knowledge of various styles of pumps, how they operate and how to troubleshoot operational problems.
14. Ability to work weekends and holidays, be on call and respond to calls during non-work hours.
15. Valid Idaho Commercial Drivers License (CDL) or eligibility to be licensed.
16. Certification as a waste water operator under IDEQ requirements is preferred. Helpful certifications are: Class I Collections certification, Lagoon and Land Application certification, and Very Small Waste Water certification.

ESSENTIAL JOB FUNCTIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

1. Inspects the water system for proper operations and maintains records of the amount of water that is pumped.
2. Records statistical data concerning systems operations.
3. Performs lab duties for water/wastewater facilities in accordance with Idaho Department of Environmental Quality standards and procedures.
4. Operates and maintains pumps, control panels, chlorinators, and chemical feed pumps.
5. Inspects lift stations for proper operation of motors and pumps.
6. Monitors and repairs plant equipment including cleaning and servicing and performing annual inspections.
7. Maintains fire hydrants, well house structures and water tanks.
8. Jet clean sewer lines.
9. Assists in soil sampling for sludge disposal.
10. Runs quality control tests for lab certification.
11. Attends training as necessary
12. Performs all work duties and activities in accordance with City of Albion, Idaho policies, procedures and safety practices

SPECIFIC DUTIES:

1. Determine daily work projects, set priorities and complete assignments.
2. Records the amount of chlorine used and ensures proper function of system.
3. Installs, cleans, and repairs or replaces water meters.
4. Checks meters, gauges, pumps, and control panels to verify correct operation of equipment and records information.
5. Records daily flow of influent, waste and return sludge.

6. Locates and repairs water and sewer mains.
7. Maintains back-up generator.
8. Logs completed daily maintenance.
9. Assists in reading of electrical and water meters and the maintenance of water meters.

10. Assists in delivering shut off notices on delinquent accounts as directed.
11. Performs grounds maintenance and maintenance of all Department vehicles and equipment.
12. Operates backhoe, dump truck and other heavy equipment used to install, maintain and operate water and sewer and roadway infrastructure of the City.
13. Maintain and clean roadways within the City's jurisdiction.
14. Clean and maintain city parks and other city owned property.
15. Cut grass and weeds along city streets and right-of-ways, and other city owned property.
16. Maintain city structures in accordance with established building and safety codes.
17. Perform routine janitorial duties as required.
18. Performs all work duties and activities in accordance with Cassia County policies, procedures and safety practices.
19. Minimum of two (2) years of experience in water/wastewater field; or equivalent combination of education and experience is desired. Or, certification as a waste water operator under IDEQ requirements, including but not limited to: Class I Collections certification; Lagoon and Land Application certification; and a Very Small Waste Water certification, are also desirable qualifications for this position.
20. Performs operations or maintenance duties and other related duties as required or assigned.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands and work environment 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.

1. Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively with others.
2. Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, technical documents, and review maps, diagrams and other documents.
3. Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and taste or smell.
4. Sufficient body mobility, flexibility, and balance to work in both a field and office

- environment; the employee frequently is required to walk; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to stand and climb or balance.
5. The employee must regularly lift and/or move up to 10 pounds, 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.
 6. While performing the duties of this job, the employee regularly works near moving mechanical parts and in outside weather conditions and is regularly exposed to fumes or airborne particles and toxic or caustic chemicals. The employee occasionally works in high, precarious places and is occasionally exposed to wet and/or humid conditions, extreme heat, and vibration.
 7. The noise level in the work environment is usually moderate.
 8. Will involve possible interaction with individuals in a variety of settings, including sometimes in difficult and adversarial circumstances.

Employee at Will:

Employee acknowledges and agrees that this is an “Employment at Will” relationship. This means that the City may discharge the Employee at any time with or without cause, and Employee may quit employment with the City at any time for any reason or for no reason, and neither party shall have liability to the other for exercising those rights. It is agreed by the parties that no provision of any employer personnel manual, or any other oral or written statement of the City, or any of its officials, officers, employees or agents shall constitute a contract of employment.

Conditional Hire/Work Schedule:

A prospective employee that is offered a conditional offer of hire to this position must first pass a physical examination and a drug test, with the City’s examiner(s) and at the City’s expense. Hiring will not be finalized until the City receives successful results of such examinations and tests. Random drug testing may occur, in that this is considered to be a safety sensitive position.

Work for this position may be scheduled for the employee at any time during the normal work week, during weekend hours, on holidays, and otherwise as is needed to accomplish the work and goals of the city.

The above is intended to describe the general content of, and requirements for, the performance of the position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements for the position.