

WATER/WASTEWATER NON-CERTIFIED OPERATOR

City of Burlington

Water/Wastewater Department

POSITION SUMMARY

Under the supervision of the Water/Wastewater Superintendent, this position is a non-exempt position under FLSA. This employee monitors and maintains both the Water and the Wastewater operations and maintenance, and maintains safety. This employee should possess a strong mechanical aptitude and effective public relation and communication skills.

ESSENTIAL FUNCTIONS

Technical;

- Performs daily work assignments;
- Fills and maintains all chemical feeders;
- Tests water and records results;
- Operates and maintains plant facilities, distribution and collections systems;
- Installs and maintains water meters, water lines, valves, hydrants, etc.;
- Installs and maintains sewer lines, manholes, lift stations, etc.
- Reads water meters;
- Operates department equipment including backhoe, trencher, skid loader, sewer machine, and trucks;
- Responsible for maintenance and repairs of department equipment;
- Responds to emergencies as needed;
- Responsible for routine weekend and holiday coverage as assigned;
- Collects water and sewer samples;
- Performs building and ground maintenance

Safety;

- Follows departmental safety procedures and practices.

Public Relations;

- Follows department policies and procedures.
- Receives and records citizen complaints.

Training;

- Attends training classes/workshops as directed.

MARGINAL FUNCTIONS

- Performs inspections;
- Locates waterlines and sewerlines;
- Assists local plumbers and contractors;
- Assists with department inventory;
- Assists other departments as needed;
- Performs other duties as necessary or assigned.

Classification: FLSA: NON-EXEMPT ADA: APPLICABLE FMLA: INELIGIBLE
WORKING CONDITIONS: Hazardous Chemicals, Adverse Weather, Manual Labor

WATER/WASTEWATER NON-CERTIFIED OPERATOR --- POSITION REQUIREMENTS

Experience:

- Water and Wastewater experience is preferred.
- Employee is expected to have acquired the necessary knowledge and skills to perform the job reasonably well within six months to one year of employment.

Education:

- A high school diploma or GED is required.
- This employee must possess and must retain a valid Kansas Driver's License.
- This employee must possess and must retain a valid Kansas Class A Commercial Driver's License (C.D.L.) or be able to obtain one within the first three months of employment.

Technical Skills:

- A thorough knowledge of mechanics and equipment maintenance is required.
- A working knowledge of mathematics is required.
- This employee must be able to operate dump trucks, backhoes, trenchers, sewer machines, mowers, pumps, electric hand tools, and other department equipment.
- The ability to understand and anticipate problems and to follow department policies and procedures is required.
- The ability to interpret written instructions, blueprints, schematics, and manuals is required.
- This employee should possess a strong mechanical aptitude and effective public relation, oral and written communication skills.

Problem Solving:

- Some independent problem solving is involved in this position. This employee encounters problems with equipment malfunctions, water leaks, and power failures.

Decision Making:

- Some independent decision making is involved in this position. This employee makes decisions about performing necessary repairs and daily duties in the safest and most efficient manner.

Supervision:

- This employee works with occasional supervision of the Water/Wastewater Superintendent. This employee exercises occasional supervisory responsibilities over subordinate personnel.

Financial Accountability:

- This position is responsible for the safe operation of departmental equipment. This employee does not participate in the annual budget process.

Personal Relations:

- Daily contact with the general public, co-workers, supervisory personnel, and occasional contact with elected officials is expected.

Working Conditions:

- Adverse working conditions exist within this position. Exposure to bloodborne pathogens, hazardous chemicals, explosives, permit required work in confined spaces, heights, heavy machinery, excessive noise, and adverse weather is expected. This employee is exposed to raw sewage and infectious materials while operating, cleaning, and repairing department equipment.

Physical Requirements:

- Manual labor including lifting and carrying heavy objects, bending, kneeling, climbing, and the ability of operate departmental equipment is required daily in this position.

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent elements and criteria considered necessary to successfully perform the job.

**THIS JOB DESCRIPTION WAS APPROVED BY BURLINGTON CITY COUNCIL ON JUNE 4, 2008.
(Revised 10-5 2011) (Current 7-2018)**