

# WATER/WASTEWATER OPERATOR TRAINEE

City of Burlington

Water/Wastewater Department

## *POSITION SUMMARY*

Under the direct Supervision of the Water/Wastewater Superintendent, Foremen, or Senior Operators, the Operator Trainee position performs semi-skilled duties in the maintenance of the city's water and wastewater systems. This position should possess a strong mechanical aptitude, strong communication skills and effective public relation skills.

## *ESSENTIAL FUNCTIONS*

### Technical;

- Operate departmental heavy equipment in an efficient and cost effective manner;
- Responsible for the repair and maintenance of warehouse and associated grounds;
- Assist in the construction, repair and maintenance of water and wastewater distribution system;

### General;

- Read residential, commercial and industrial water meters;
- Interpret customer requests and work orders;
- Stocks department trucks for daily tasks
- Assists in maintaining proper inventory of material, parts and equipment needs;

### Safety;

- Learns and follows departmental safety procedures and practices

### Public Relations;

- Follows department policies and procedures;
- Must be able to receive and record citizen complaints.

### Training;

- Must comply with departmental and municipal training schedules and opportunities;
- Learn departmental terminology, use of specialty tools and heavy equipment uses;
- Must seek ways to improve all technically related skills.

## *MARGINAL FUNCTIONS*

- Assists other departments as required;
- Locates waterlines and sewerlines;
- Assists local plumbers and contactors;
- Assists with department inventory;
- Performs other duties as assigned.

Classification: <u>FLSA: NON-EXEMPT</u> <u>ADA: APPLICABLE</u> <u>FMLA: INELIGIBLE</u> <u>WORKING CONDITIONS: Adverse Weather, heights, element of risk, confined space</u>
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## **WATER/WASTEWATER OPERATOR TRAINEE --- POSITION REQUIREMENTS**

### **Experience:**

- Water and Wastewater experience is desired, but not required.
- Employee is expected to have acquired the necessary information and skills necessary to successfully perform the job reasonably well within one year of employment.

### **Education:**

- A high school diploma or GED is required.
- 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 three months after employment.

### **Technical Skills:**

- This employee must be able to operate all forms of department equipment in an efficient and cost effective manner;
- This employee should possess a strong mechanical aptitude, effective public relations; oral and written communication skills have a working knowledge of mathematics;
- This employee should possess the ability to understand and anticipate problems;
- This position requires the adherence to all safety policies and procedures.

### **Problem Solving:**

- This employee exercises limited independent decision making for problems with community issues, adverse weather, equipment malfunctions and project delays.

### **Decision Making:**

- This position assists in making decisions concerning performing necessary repairs, maintaining department equipment, and performing daily tasks in the safest and most efficient manner.

### **Supervision:**

- This employee works with direct supervision from the Water/Wastewater Superintendent, the Foreman, senior operators, and does not exercise supervisory responsibilities over other staff.

### **Financial Accountability:**

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

### **Personal Relations:**

- This position is in daily contact with the general public, departmental staff, co-workers and occasional contact with elected officials.

### **Working Conditions:**

- This position is exposed to heavy equipment, excessive noise, confined spaces, heights and some adverse weather conditions.

### **Physical Requirements:**

- This position must have the ability of operate departmental equipment and accomplish the daily manual labor activities of lifting and carrying heavy objects, bending, kneeling and climbing.

*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)**