

City of Valparaiso Job Description –Water & Sewer Operator

POSITION TITLE: Water and Sewer Operator
DEPARTMENT: Public Works
DIVISION: Water and Sewer
REPORTS TO: Lead Water and Sewer Operator
DEPARTMENT HEAD: Public Works Director
STATUS: Non-exempt
LAST REVISION: January, 2017
SALARY GRADE: 07

POSITION PURPOSE/SUMMARY

Under direct supervision, participates in the general operation and maintenance of the Valparaiso Water System and wastewater collection and transmission system. Assists in the response to emergency calls as required, particularly those related to the water system and wastewater collection and transmission system, including delineation of the affected area, isolation of the problem, formation of repair action plan, system restoration and required reporting and communications. Makes field inspections to ensure proper operation of equipment. Maintains operational field logs for each water well, lift station and the water distribution system consistent with applicable standards.

ESSENTIAL JOB FUNCTIONS

1. SPECIFIC DUTIES AND RESPONSIBILITIES - WATER AND SEWER OPERATIONS:

- 1:1 Participates in the location of utilities.
- 1:2 Performs water well and system component inspections, repairs and maintenance.
- 1:3 Performs water line, fire hydrant, valve and other system component installation, inspection, repair and maintenance in accordance with applicable standards.
- 1:4 Collects water samples, performs water analysis and records results.
- 1:5 Collects water samples for laboratory analysis used to maintain regulatory compliance in accordance with applicable standards.
- 1:6 Insures safe practices are incorporated in all activities performed.
- 1:7 Performs field inspections to ensure proper operation of equipment and job activities.
- 1:8 Receives, completes and/or submits records and documents including work orders, blue prints, locate tickets and general office correspondence.
- 1:9 Assists Deputy Public Works Director, Division supervisors and other operators as required in operations of Water and Sewer Divisions.
- 1:10 Responds to emergency call-outs, availability to perform duties in emergency situations such as nights and weekends.
- 1:11 Frequent use of backhoe, dump truck, hydraulic cleaning truck, etc.
- 1:12 Manages inventory of parts/supplies and orders parts through office personnel.
- 1:13 Performs monthly water meter readings for all residential and commercial accounts.
- 1:14 Operates, maintains and repairs various chemical feed, monitoring and testing equipment in accordance with applicable standards.
- 1:15 Performs lift station, sanitary sewer line, pump, manhole, air release valve and other system component installation, inspection, repair and maintenance in accordance with applicable standards.
- 1:16 Operates and maintains specialized equipment used in cleaning and maintaining sanitary sewer systems.
- 1:17 Operates and maintains CCTV inspection equipment.
- 1:18 Performs sanitary sewer line inspections for new construction and existing line upgrades/replacement.
- 1:19 Performs electrical component inspection, maintenance and repairs.
- 1:20 Performs excavations, repairs, backfill and restorations in accordance with applicable standards.

City of Valparaiso Job Description –Water & Sewer Operator

2. OPERATES AND MAINTAINS HAND AND POWER TOOLS IN A SAFE AND EFFECTIVE MANNER
 - 3:1 Performs hand/power tool operations for various tools such as: shovels, rakes, gas saws, etc.
 - 3:2 Performs preventive maintenance on tools prior to performing assigned duties to include, but not limited to safety equipment check and appropriate pre-operation maintenance.
 - 3:3 Insures safe practices are incorporated in all activities performed.
3. INTERNAL AND EXTERNAL COMMUNICATION
 - 4:1 Responds to citizen and internal personnel inquiries and complaints in a timely and courteous manner by addressing customer concerns and referring to appropriate personnel.
 - 4:2 Confers with public to work out special problems and to address specific concerns.
 - 4:3 Remains diplomatic and is effective in dealing with customers in a variety of situations.
4. PERFORMS VARIOUS CLERICAL DUTIES
 - 5:1 Prepares field notes and activity reports.
 - 5:2 Completes daily time sheets.
 - 5:3 Maintains water well and lift station logs.
 - 5:4 Maintains water distribution system field log.
5. PERFORMS ALL OTHER DUTIES AS ASSIGNED

QUALIFICATIONS (minimum and preferred)

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of materials, methods, practices and equipment used in water and wastewater fields.
- Ability to understand and comply with regulatory standards and practices.
- Ability to understand and comply with oral and written instructions/communications.
- Ability to read street and traffic signs and comprehend geographical locations.
- Ability to perform basic mechanical repairs.
- Ability to communicate verbally and in writing.
- Ability to operate equipment.
- Ability to prepare written reports and maintain records.
- Ability to follow complex oral and written instructions.
- Ability to read maps and technical drawings.
- Possess mathematical skills.
- Ability to perform under pressure and in emergency situations.

EDUCATION

High school diploma or GED equivalency required.
Vocational/specialized training in heavy equipment preferred.

EXPERIENCE

At least six months experience in water and sewer operations is preferred.
At least six months experience in heavy equipment operation is preferred.

An equivalent combination of education/training and experience may be substituted for required education/training and experience requirements.

City of Valparaiso Job Description –Water & Sewer Operator

LICENSURE

Valid Florida Driver's License, class "B" CDL with air brake endorsement required.

Valid Florida Drinking Water "C" level license is required within two years of hire.

Valid voluntary Class "C" level Wastewater Collection Technician Certificate is preferred.

PERSONAL PROTECTIVE EQUIPMENT

Safety "steel toed" type or industry approved composite material shoes, ears/eyes/noise protection, gloves, vest, hard hat. Additional specialized equipment also provided as needed.

EQUIPMENT, MACHINES AND TOOLS USED

Motor vehicle operations, basic and specialized machinery operations, specialized testing equipment, various gauges and metering devices, light and heavy equipment operations, hand and power tools.

ADMINISTRATIVE SKILLS

General Office Skills: Maintain various logs, reports and filing systems.
Complete and deliver written communication to customers.
Complete and deliver various forms.

Communication Skills: Effectively communicate both orally and in writing with supervisors and co-workers.
Effectively communicate with public.

General Office Equipment: Calculator, computer, copy machine and facsimile machine.

WORKING CONDITIONS

Subject to hazards of flammable, explosive gases.

Subject to burns and cuts.

Subject to injury from moving parts of equipment.

Works in precarious or remote locations.

Contact with persons under a wide variety of circumstances.

Subject to many interruptions.

Subject to irregular hours.

Subject to hazards of high voltage equipment.

Requires judgment/action which could result in injury or death of a person.

WORKING ENVIRONMENT

Exposed to hazards from electrical/mechanical power equipment.

Exposed to housekeeping/cleaning agents/chemicals/medical waste.

May be exposed to the risk of blood borne diseases.

Exposed to hot or noisy equipment.

Exposed to hot and humid work environment.

Exposed to heat, wetness, cold and odors.

Temperature changes: variations in temperature from hot to cold.

Noise: sufficient noise to cause distraction or possible hearing loss without protective equipment.

May be exposed to extremes of heat and cold in all weather conditions.

The work conditions/environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job and are not an all inclusive list.

City of Valparaiso Job Description –Water & Sewer Operator

PHYSICAL DEMANDS: The following list is not exhaustive; it merely provides some of the physical duties of the position.

REQUIRES FULL RANGE OF BODY MOTION INCLUDING:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
Sit		X		
Stand			X	
Walk			X	
Bend			X	
Squat			X	
Crawl			X	
Reach above shoulder level			X	
Crouch			X	
Balance			X	

JOB REQUIRES COORDINATION FOR REPETATIVE ACTION:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
In simple grasping: Right			X	
Left			X	
In firm grasping: Right			X	
Left			X	
In fine manipulating: Right			X	
Left			X	
In operating foot controls: Right			X	
Left			X	

JOB REQUIRES ABILITY TO LIFT AND CARRY AND PUSH AND PULL:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
45 to 100 pounds		X		
Up to 45 pounds			X	

LOCATION:

A majority of the work duties are performed mainly throughout the city with occasional travel to various destinations for training and job related activities, including the regional sewer plant (NVOC).

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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.

Employee's Signature

Date

Print Name