



CITY OF WARD
JOB DESCRIPTION FOR
WASTEWATER OPERATOR

Job Title: Wastewater Operator

Revision Date:

Department: Wastewater

Reports To: Wastewater Foreman

FLSA Status: Non-Exempt

Supervisory Responsibilities: None

Safety Sensitive Position: Yes

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job-related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts management's right to assign or reassign job-related responsibilities and tasks to this job at any time. Certain functions are understood to be essential; these include, but are not limited to, attendance, getting along with others, working a full shift, and dealing with and working under stress. Any essential function of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans With Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

1. **Job Summary:** Under the direct supervision of the Wasterwater Foreman, operates, maintains, and performs preventative maintenance on City Lift Stations, Vacuum Stations, Wastewater Treatment Plant and related equipment; performs duty related to water quality, including water quality sampling.
2. **Essential Duties and Responsibilities:**
 - a. Work independently on a variety of assigned tasks.
 - b. Participate in the on-call duty program on a rotational basis.
 - c. Inspect, operate, test, and maintain a variety of wastewater pumping equipment, wastewater treatment plant, including pumps, air compressors, pipe systems, water storage tanks, chemicals and equipment associated with wastewater pressure vessels.
 - d. Collect wastewater samples, as required.
 - e. Read and interpret drawings; diagrams and blueprints; record and log a variety of readings.

- f. Use a variety of power and hand tools, performs a variety of related carpentry, pipefitting, valve repair, and cement work.
- g. May cross-train with other departments/sections.
- h. Utilize computer software programs.

3. Minimum Qualifications:

- a. A citizen of the United States.
- b. Possess a high school diploma or equivalent (GED)
- c. A valid Arkansas driver's license with a clean driving record for the past three years.
- d. Possess a Class 1 Wastewater Operator License or be able to obtain the license within one (1) year of employment. (May obtain additional Wastewater Operator Licenses with City's approval.)
- e. Knowledge with Excel, Word, and other computer programs preferred.

4. Additional Knowledge, Skills, or Abilities Needed:

- a. Skilled in multi-tasking.
- b. Ability to obtain knowledge of wastewater distribution procedures, equipment, material, and tools used in the operation and maintenance of motors, pumps, compressors, and other equipment.
- c. Ability to speak effectively with citizens, business professionals, or employees of the City.
- d. Ability to use tact, diplomacy, and courtesy in dealing with the public and fellow employees.
- e. Ability to keep track of details.

5. Additional Demands:

- a. Ability to work in harsh outdoor conditions to include but not limited to; extreme temperatures, harsh sunlight, extreme wet or dry conditions, etc.
- b. Physically able to sit, stand, walk, stoop, kneel, crouch, and crawl, as needed
- c. Physically able to use hands and fingers to feel objects, tools, or controls.
- d. Physically able to lift and carry moderately heavy objects up to 100 pounds.
- e. Ability to work near moving mechanical parts, occasionally in precarious places and be exposed to potential electrical shock.
- f. Physically able to wear appropriate personal protective equipment (PPE) to include footwear, helmet, and other.
- g. Physically able to work long hours to include overtime, as assigned.
- h. Ability to work irregular hours to include weekends, holidays, evenings and/or varying shifts.

6. **Physical Requirements:** The physical activities marked below are representative of those that will be required on a regular basis to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

| Requirements | Yes | No |
|---|-----|----|
| Work involves lifting, pushing, pulling, loading, or carrying up to 15 pounds | X | |
| Work involves lifting, pushing, pulling, loading, or carrying up to 75 pounds | X | |
| Work involves earth moving equipment or commercial motor vehicles | X | |
| Work involves the operation of motorized equipment | X | |
| Work involves bending, twisting, or reaching out in different positions | X | |
| Work involves climbing up or atop structures | X | |
| Work involves being outside or exposed to extreme high or low temperatures over a long period of time | X | |
| Work involves running or jumping | X | |
| Work involves distance vision (20 feet or more) | X | |
| Work involves being able to detect colors | X | |
| Work involves able to distinctly hear or detect sounds and understand conversation through voice | X | |
| Work involves typing on a computer for an extended period of time | X | |
| Work involves staring at a computer screen for an extended period of time | | X |
| Work involves long period of sitting or standing without break | | X |

Employee Name (Print/Sign/Date)

Supervisor Name (Print/Sign/Date)

Human Resources (Print/Sign/Date)