



Position Title: Public Works Waste Water Operator-in-Training (OIT)
Department: Public Works
Supervisor: Waste Water Foreman
Supervision Exercised:
FLSA Status: Non-Exempt
Average Hours per Week: 40
Position Type: Full Time, Benefits Eligible
Pay Grade: 4
Location: Operations, 3451 S. Ard Road
Last Updated: February 12, 2020

General Purpose

The principal function of an employee in this class is to work effectively with others to perform a variety of Public Works operations and maintenance duties, some of which may require acquired skills, physical abilities, and manual dexterity. This is an entry-level position as the individual gains experience and training to meet the qualifications and expectations of a Public Works Operator. The work is performed under the direction of the Waste Water Foreman and or Lead Operator, but some latitude is granted for the exercise of independent judgment and initiative. The principal duties of this class are performed in a shop and outdoor environment that may involve inclement weather and potential personal hazards.

Essential Duties and Responsibilities (Duties will vary depending on assignment and therefore the following list is illustrative only)

- Complying with federal and state requirements concerning water and waste water industrial pretreatment;
- Assisting in checking wells and pumps, booster pumps, tank levels and buildings; logging onto Scada systems; locating, servicing and replacing water lines; calling Digline to locate gas, phone and power lines before digging; fixing broken water mains; replacing service lines from street to meter pit; backfilling and sodding; taking samples; delivering water shut-off notices and shutting off water when necessary;
- Assistant in cleaning storm drains and water valves; standardizing instruments, pumps, valves, and making daily inspection of mechanical and electrical operating conditions of equipment.
- Assisting in taking samples;
- Implementing weed abatement; maintaining equipment and vehicles;
- Performing general maintenance, recording actions taken, and reporting considerations to Waste Water Foreman.
- Operating a variety of vehicles and heavy equipment, including but not limited to, tractor mowers, dump trucks, front end loaders and attachments, backhoes, water tankers, snow removal vehicles;
- Operating a variety of hand tools and power equipment including but not limited to jackhammers, electrical testing equipment, metal detector, welder;
- Performing installation and repair work including digging and backfilling trenches; installing and repairing pipelines, including cutting, tapping, threading;
- Removing snow from streets, sidewalks, parking lots and other public areas.
- Responding promptly to public and organizational needs.
- Developing and maintaining positive working relationships with supervisor, co-workers, subordinates, the general public, and other individuals or groups encountered through this position.
- Performing all duties with regard for personal safety and that of other employees and the public.
- Providing assistance and expertise to other City departments, agencies, and staff.

- Performing all work duties and activities in accordance with City and Department policies, procedures and safety practices.

Peripheral Duties

- Performs other related duties as assigned.
- May serve as a member on various committees.

Classification Requirements:

Knowledge of:

- Methods, procedures, equipment, standard practices, and objectives and standards of: storm water and wastewater collection processes;
- Federal (OSHA) and state regulations and City policies regarding safety training and safe work practices;
- Subject to after-hours, call response rotation after receiving adequate response training.
- Required to be on scene within 20 minutes in the event of a utility emergency.

Develop Skills Necessary to:

- Operate and maintain water, wastewater;
- Adhere to City, State and federal safety requirements and regulations.
- Communicate effectively both orally and in writing with supervisor, co-workers, city officials, city employees, and the public.
- Exercise sound judgment and generate workable solutions in problem situations.
- Produce and maintain accurate and legible reports and documents.
- Establish and maintain effective working relationships with supervisors, co-workers, and the public under sometimes stressful conditions.
- Maintain a professional demeanor at all times;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.
- Operate standard office equipment and a personal computer using program applications appropriate to assigned duties.
- Demonstrate integrity, ingenuity, and inventiveness in the performance of assigned tasks.
- Use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.

Minimum Acceptable Experience and Training

- High school diploma or GED equivalency is required
- Valid Idaho Class B CDL, or the ability to obtain within 30 day of hire.
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the duties of this job.
- Level I Wastewater Operator within 90 days.

Essential Physical and Technical Abilities

An employee in this class should have sufficient physical and mental capability, with or without reasonable accommodation to:

- Listen and respond to voice instructions; to communicate effectively in person, on the telephone and in a field environment;
- View and review a wide variety of written and electronic materials, to operate computer and related office equipment; to review construction plans and blueprints; to observe and analyze wastewater

- Operate power and hand tools, and heavy and light equipment;
- Perform essential job functions in shop or field setting that may require lifting/moving 50 lbs., bending, stooping, kneeling, climbing, stretching and other physical exertions including performing tasks involving hand/wrist/arm movements, all in inclement weather conditions and with exposure to personal hazards.

Tools, Equipment, and Information Technology (IT) Required for the Position

- Computer and network access
- IWORQs Assets and Work order Management software
- Microsoft Office
- SCADA/Ignition Software
- Internet Access
- Cell phone
- Other technology needs consistent with this job description from time to time.

Work Environment

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee works mostly in an outdoor environment with exposure to outside weather conditions and is occasionally subjected to wet, cold and/or icy conditions. The employee may work near moving mechanical parts and in high, precarious places and is can be exposed to wet and/or humid conditions, fumes or airborne particles, odors, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually moderately noisy.

Travel Requirements

- The employee must possess and maintain a valid Idaho driver’s license and proof of valid insurance.
- Some travel required.

Disclaimer

Must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others. The above statements are intended to describe the general nature and level of work being assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of individuals in the job. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice.

Acknowledgement

I have reviewed and agree this Job Description accurately reflects the current responsibilities of my position. I also acknowledge this Job Description will be placed in my Personnel File.

Employee: _____ Date: _____

Supervisor: _____ Date: _____