**CITY OF GRAVETTE**

604 FIRST AVE SE

**JOB DESCRIPTION**

**Job Title:** Water/Wastewater Operator

**Department:** Water Department

**Reports To:** Water Manager

**Pay Statue:**  Hourly

**Prepared By:**

**Date Approved:**

**Approved By:**

**Date Approved:**

**SUMMARY**

Performs work necessary to operate water/wastewater treatment plants, lift stations and water wells. Duties include checking to make sure pumps are working properly, loading chemicals, greasing equipment, packing pumps and adjusting controls. Performs minor maintenance repairs and preventive maintenance on equipment and systems. Works within established safety policies and procedures and monitors and maintains a safe working environment.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Performs activities related to the safe and competent operation and maintenance of the water department. Receives training in the work methods and procedures; performs manual, semi-skilled and skilled construction and maintenance work; operates construction and maintenance equipment; performs clean-up work; meter read; meter changes, maintenance and replacement; weekend duties and subject to emergency recall; performs activities related to wastewater collection. Maintains all sewer lines, manholes and other collection equipment in operational order and performs periodic and preventive maintenance as necessary.

**EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED)

**QUALIFICATIONS**

1. Training and Experience: Receives training and instructions in work methods and procedures, safety requirements, preventive maintenance, operation of power tools, motorized equipment and materials/parts identification, also understand meter routes, locations and the mechanics of different kinds of meters.
2. Current driver’s license.
3. Obtain and maintain proficiency, certification and minimum license requirements for the City of Gravette.
4. Job Knowledge:
5. Knowledge of the operation of light and heavy equipment.
6. Knowledge of water lines, their location; and installation, repair and maintenance techniques.
7. Knowledge of pumps, valves, storage tanks, meters and control systems.
8. Working knowledge of hand and power tools.
9. Working knowledge of applicable safety requirements at job sites, especially trenching, shoring and barricading.
10. Skills and Abilities:
11. Ability to attain a minimum of a class II water distribution license.
12. Ability to perform work and make decisions without supervision.
13. Ability to perform weekend duties during times of emergencies.
14. Ability to understand and follow oral and written instructions.
15. Ability to use hand tools and power tools.
16. When assigned, ability to supervise a part-time or other employee, in the performance of tasks.
17. Ability to perform manual labor.
18. Job Relations:
19. Responsible to the Water Manager with related responsibilities to the Street Manager during times of absence of the Water Manager.
20. Relations: This position routine contact with citizens/customers, other city employees, construction crews and other utility workers.
21. Major Job Responsibilities:
22. Reads meters monthly, rereads, lock-outs (both normal and for delinquent accounts) and unlocks, installs new meters; maintains the meter replacement program; assist in the installations and replacement of water lines; helps repair broken lines; assists with new service taps; performs back-fill and clean-up duties; assists in the timely and appropriate location of water lines (to protect against accidental breakage); and collects water samples for the appropriate laboratory analysis.
23. Checks for water leaks; investigates complaints/reports from the public; checks and flushes fire hydrants; helps maintain the water line valve and maintenance program; checks and assists in the operation and maintenance of water towers, control valves and electrical/pressure control equipment and conducts daily pressure readings, tank levels and chlorine residual tests.
24. Maintains water department pumps, tapping machines and related tools/equipment. Also checks, maintains and operates backhoe, tractors, trucks, loaders, mowers, brush hogs, line locating equipment and other departmental equipment/vehicles. Helps maintain organization, accountability and inventory of new parts/equipment.
25. Assists water and all other departments/personnel in any emergency or other troubleshooting situation. Perform routine and emergency maintenance.
26. Erect and maintain proper trench shoring/bracing; wear all appropriate safety gear as applicable and when on a job site remain alert at all times for dangerous gas/chemical exposure and water line ruptures/explosions.
27. Perform other related duties as required.
28. Assist in the maintenance of grounds and equipment.
29. Additional Duties/Responsibilities:
30. Obtain and maintain appropriate certification and minimum license required for the department.
31. Repairing and maintaining pumps, compressors, lift stations and aerators. Helps repair broken lines; assists with new service taps.
32. Checks all manholes on problem lines weekly.
33. Assists with the installation of new lines when needed.
34. In short maintains the city’s sewer collection system.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform 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 is regularly required to use hands to finger, handle or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand, walk and sit. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl; and taste or smell. The employee may be required to lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.