

**City of
ST. FRANCIS**

POSITION PROFILE

Effective Date: March 2014

Position Title: Water/Wastewater System Operations
Specialist

Status: Non-Exempt

Department: Public Works - Water and Wastewater

Approved: _____

Accountable to: Water/Wastewater System Operations
Specialist Supervisor

Primary Objectives

Performs routine manual and skilled preventive and maintenance work on the City's water treatment facility, waste water distribution system, collection system and wastewater treatment facility and SCADA systems; performs related duties as required.

Supervision Received

Works under the general and technical supervision of the Water/Wastewater System Operations Specialist Supervisor.

Supervision Exercised

May provide work direction to seasonal workers.

MAJOR AREAS OF ACCOUNTABILITY

- * 1. Performs technical and basic maintenance, repairs, services, and operations associated with the City's water and wastewater systems.
- * 2. Performs daily inspections of wastewater treatment facility, lift stations, WTP and well houses to ensure all systems are operating properly, chemicals are feeding properly and the system is in compliance with local, State, and Federal requirements; notifies the Water/Wastewater System Operations Specialist Supervisor of any problems or concerns.
- * 3. Collects, records and analyzes daily water and wastewater readings and samples chemical feed accordingly; informs the Water/Wastewater System Operations Specialist Supervisor of any abnormal readings or problems.
- * 4. Inspects water and sewer hookups and curb-stops, performs locates as requested and turns water on and off as directed.

- * 5. Follows all safety and operational rules, regulations, policies and practices.
- * 6. Flushes and repairs hydrants and removes snow around them in the winter.
- * 7. Responds to sewer backup calls and determines if the main is flowing properly; notifies the homeowner or business as to whether the problem is the City's or their responsibility.
- 8. Checks for causes of high customer bills by checking for leaks, checking to see if water meter is working, and repairing meters; inspects new meters after installation by contractor.
- * 9. Prepares water and wastewater samples for the lab to pick up and test; collects data for reports, calibrates instruments and routinely checks equipment for accuracy and reliability.
- *10. Monitors wastewater treatment system & assists with discharging effluent according to established guidelines or specific direction from supervisory staff, assist with proper operation of WTP and WWTP including building and ground maintenance, equipment maintenance, plant operations, lab work, chemical calculations, record keeping and maintains records amount of water pumped.
- 11. Climbs water tower to change light bulbs and flags and checks vents and locks.
- *12. Reports equipment malfunctions and makes proper equipment checks before operating. Operates and performs routine maintenance on all vehicles and equipment.
- *13. Completes all required maintenance and safety reports and informs the Water/Wastewater Supervisor of any equipment or safety problems.
- 14. Assists in the ground and building maintenance of all city properties, including snow removal.
- *15. Plows snow on streets, parking lots, trails and sidewalks and applies ice control material.
- *16. Attends Water and Wastewater seminar classes to maintain required Operator's Licenses.
- *17. Establishes and maintains a professional and positive image with the public by responding to requests for services and complaints in a professional, pleasant and tactful manner and ensuring problems are resolved.
- *18. Responds to calls during non-work hours (On-Call) as required.
- 19. Performs other duties as needed or assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- * ➤ Working knowledge of repair, maintenance and operations associated with Municipal Water and Waste Water Treatment and Wastewater Collection and water distribution systems.
- * ➤ Considerable knowledge of the operation and maintenance of vehicles, equipment and power tools in water and wastewater maintenance operations.
- * ➤ Working knowledge of occupational hazards and standard safety precautions necessary in the work.
- Working knowledge of basic tools, plumbing, carpentry and electrical wiring.

- * ➤ Considerable ability to operate department vehicles, equipment and tools.
- * ➤ Considerable ability to use large motor skills to perform tasks requiring manual dexterity and to be able to lift equipment, hand tools, and supplies weighing up to 75 pounds or more.
- * ➤ Considerable ability to adhere to with federal, state and local laws, rules and requirements related to water and wastewater systems operation and safety.
- * ➤ Working ability to visually detect work to be done, equipment problems and supply needs.
- * ➤ Working ability to effectively operate a telephone or radio for work calls and a computer with SCADA and standard office software.
- * ➤ Considerable ability to work independently, follows oral and written instructions and guidelines, and manages time effectively.
- * ➤ Considerable ability to work with and around irritants, fumes, and hazardous chemicals.
- * ➤ Considerable ability to stand and walk, sometimes for long periods of time.
- * ➤ Working ability to establish and maintain effective working relationships with supervisors, city employees, representatives and contractors and to deal with the public in a pleasant, courteous and tactful manner.
- * ➤ Working ability to read and comprehend technical information.
- * ➤ Working ability to operate a telephone or radio for work calls, and to hear and respond to callers.
- * ➤ Working ability to work in adverse weather conditions and environments, including confined spaces.
- * ➤ Working ability to bend, crouch, stoop, push and pull during the workday, sometimes repetitively and to perform strenuous and repetitive labor.
- * ➤ Ability to respond to calls during non-working hours as required.
- * ➤ Working ability to develop and maintain accurate records.

MINIMUM QUALIFICATIONS

- Must possess and maintain a valid Minnesota Class B driver's license with tanker endorsement or ability to obtain within 6 months and must have experience with one of the following:
 - Completion of an accredited Vocational Training Program in water and wastewater operations or equivalent; OR
 - One year of maintenance experience with a sanitary collection and water distribution system; OR
 - One year of related maintenance experience with a Licensed Utility Contractor.
- Must possess or obtain a Minnesota Water Operator's Class D License and a Minnesota Wastewater Operator's Class D License within six months and maintain thereafter.

* Note: Asterisked items are essential to the job.