



## JOB DESCRIPTION

**Title: Operator I**

Reports To: Local Manager, Superintendent, Supervisor, or their designee

FLSA Status: Nonexempt

**Job Summary:**

This is manual, semi-skilled and skilled work involving the maintenance, repair, and operation of water and wastewater facilities and related equipment. The work is performed under general supervision with the ability to perform tasks independently.

**Essential Functions:**

*This list of duties and responsibilities is not comprehensive and may be redefined depending on business and operational needs:*

- Operates water and/or wastewater treatment, water distribution and wastewater collection facilities, including record keeping and maintenance. Work will include some or all of the following duties: observing flows, chemical feed and effluent quality making process changes as directed; monitoring and adjusting levels, flows and pressures to meet demands; calibrating laboratory testing equipment according to specifications; disposing of sludge per regulations and as directed by supervisor.
- Collects samples, which may include laboratory analysis; handles and delivers samples to be tested, records results and makes appropriate adjustments.
- Follows safety rules set by the Company and state and federal regulations, which may include participating in safety meetings, inspecting equipment, and assisting with and advising co-workers of possible safety hazards.
- Orders supplies and equipment as directed; performs inventory according to procedures.
- Operates assigned vehicles as needed to provide effective and safe service.
- Uses and maintains tools, equipment and computers associated with water and wastewater system operations.
- Makes periodic rounds of facilities observing, recording and communicating operating conditions to appropriate personnel.
- Cleans and maintains facilities, equipment and grounds as directed.
- Ensures compliance with federal, state and local regulations, including preparation of necessary reports.
- Operates production equipment; handles chemicals accurately and in a safe manner.
- Assists in performing public relations activities, including tours of facilities.
- Performs maintenance and repairs on treatment plants, equipment, wells, lift stations and buildings as directed.
- Performs a variety of maintenance and repair work in the distribution and/or collection system on mains, valves, hydrants and service lines.
- Assists in the maintenance and inspection of water and/or wastewater mains as requested according to specifications.

- Provides customer service by performing turn ons and turn offs, locating lines and handling customer complaints according to Company procedures.
- Performs other duties as needed or assigned.

**Minimum Qualifications—Knowledge, Skills and Abilities:**

Graduation from high school or GED and experience in water and/or wastewater treatment, collection/distribution and maintenance; or any equivalent combination of education and experience that would provide the following knowledge, skills and abilities:

- Ability to read and write.
- Ability to perform tasks independently.
- Possess good oral and written communication skills.
- Knowledge of practices, methods, tools, materials and equipment relating to water/wastewater treatment activities and distribution/collection systems.
- Knowledge of safety standards and precautions pertaining to the use and operation of motorized equipment and tools.
- Ability to make repairs on a variety of plant equipment and distribution/collection systems.
- Knowledge of state and federal standards and regulations governing water and/or wastewater treatment and distribution/collection.
- Ability to read meters and gauges and interpret findings.
- Ability to be on-call evenings and weekends and to work long hours.
- Ability to use and maintain tools, equipment and computers associated with water or wastewater system operations.
- Possess industry and/or regulatory certifications as identified by the Company.
- Ability to establish and maintain effective working relations with co-workers, clients, vendors and the general public.
- Possess a valid state driver's license or an appropriate level CDL as necessary.
- A person working in this job will need, on a daily basis, to:
  - Perform heavy labor, including standing, bending, stooping, reaching and digging
  - Have the ability to work in confined spaces and wear appropriate safety equipment
  - Grasp, lift, maneuver, rotate and otherwise use small to large hand tools
  - Grasp, lift, carry and set down objects weighing up to 50 lbs.
  - Grasp, turn, twist, pull, push, lift and otherwise move equipment, controls and parts weighing up to 100 lbs.
  - Visually assess construction, maintenance and repair needs
  - Climb and work from ladders and stairs
  - Perform outside work in extreme weather conditions
  - Be exposed to noise, dust, grease, smoke, fumes and/or potentially hazardous chemicals
  - Read and comprehend written instructions, job orders, etc.; complete forms and write notices

Authorized by: \_\_\_\_\_ Date: \_\_\_\_\_