



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)