

# CITY OF BEULAH

## Water/Wastewater Operator

### JOB SUMMARY

**General Statement of Duties:**

Works in the operation, repair, and maintenance of water and related distribution or wastewater collection and treatment facilities.

**Supervision Received:**

This position is under the direct supervision of the Water/Wastewater Superintendent or the general supervision of any applicable City Council Member.

**Compensation:**

This is a full time, non-exempt position with standard benefit package. Wage compensation is on an hourly basis. Overtime is compensated at one and one-half the straight time rate of pay. Will require scheduled shifts on weekends and evenings on a straight time basis. May require additional hours on an overtime pay basis as required by the needs of the department. This position will also be scheduled for on-call duty to respond to emergencies that may arise outside the normally scheduled hours of work. Rate of pay is determined by job performance, number of certifications held, and time in grade.

**Employment:**

Employment with the City of Beulah is “at-will”. This means that either the employee or the City of Beulah may terminate the employment relationship at any time with or without cause. The only entity authorized to change or modify this relationship is the City Council of the City of Beulah.

### MAJOR DUTIES

*This position may not include all of the specific duties listed, nor do the examples cover all of the duties which may be performed.*

Produce potable water, in accordance with all state and federal regulations. Operate and maintain water treatment plant system including servicing of pumps, motors, valves, generators, and other equipment. Operate wastewater treatment and collection system.

Perform laboratory testing of water and wastewater samples on a frequency suitable to insure proper quality control.

Perform cleaning sequences on membrane equipment to maximize the replacement life of membranes.

Operate the water treatment plant which includes:

1. Monitoring of gauges, flowmeters, charts, system control computer, etc.
2. Conducting water analysis tests such as hardness, alkalinity, PH, turbidity, chlorine residual, etc. for treatment process control.

3. Determine chemical feed rates and adjust chemical dosages.
4. Determine and maintain proper flow rates in accordance with water consumption demand.
5. Maintain treatment records in accordance with state and federal regulations.
6. Backwash filters as needed.

Assist with building and grounds maintenance as needed, including mowing, painting, and cleaning.

Perform wastewater needs including lagoon work, samples, transfer and discharge, mowing and repairs.

Check water pumping stations and water treatment plant and wastewater collection daily.

Maintain equipment and perform maintenance in wastewater manholes.

Assist in the maintenance and repair work of all components of the water distribution system and the wastewater collection system.

Plan, coordinate and perform maintenance and repair work involving several trades in the water treatment or distribution system and/or the wastewater collection or treatment system.

Keep inventory records and procure supplies and equipment necessary for maintenance and repair operations.

Assist superintendent in budget preparation.

Maintain contacts and coordinate work activities with contractors, utility companies and other departments.

Respond to inquiries and complaints from the public and take appropriate coordinated actions to restore the problem.

Discuss water quality with the public and conduct plant tours if needed.

Performs equipment service schedules, directs and/or takes part in the service and running maintenance, to include changing oil and lubrication, of mobile and stationary equipment to keep City equipment operational. All city equipment operated by this position will be maintained in a condition that results in a positive public image.

Required to be on-call and carry a city cell phone as outlined in the Water/Wastewater Emergency Response Policy.

Reports all malfunctions and abnormal conditions to supervision and discusses action to be taken.

Assists other City departments or non-city organizations as required or directed by supervision.

Performs all work in accordance with established safety practices.

Demonstrates an awareness of city property and public facilities and assists in keeping them neat and attractive.

Ability to communicate effectively verbally and in writing.

Perform other duties as assigned.

## **MINIMUM QUALIFICATIONS**

High school diploma or equivalent.

When hired must have and maintain a North Dakota Class D vehicle driver's license. Within two years of the employment date, must acquire a North Dakota Class B Commercial Driver's License (CDL) with an air brake endorsement.

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITY**

Possession of or ability to readily obtain appropriate ND State Certified Licenses within five (5) calendar years following date of hire as follows:

Water Treatment Plant Operator Class III  
Water Distribution system Operator Class II  
Wastewater Treatment Plant Operator Class II  
Wastewater Collection System Operator Class II

If the North Dakota Department of Health requirements change, the above requirement will change accordingly. Failure to achieve the required certifications within the specified time frame will result in termination.

## **PHYSICAL DEMANDS/WORK ENVIRONMENT**

- Requires extended periods of standing and the ability to meet all physical demands of work such as kneeling, crouching, climbing, sitting and walking.
- Requires periodic lifting of 50-pound chemical bags. Occasionally maintenance may require lifting of approximately 75 pounds.
- On a daily basis, requires the ability to read, write, compile, and analyze data and reports.
- On a daily basis, requires use of hands to push, pull, grasp, and fine manipulation. Use of feet for repetitive movements, as in operating foot controls.
- On a daily basis, requires the ability to work as a team player, courteously and respectably with co-workers in a close working environment.
- Shall have the ability to enter confined space areas such as manholes, vaults, and reservoirs and must climb towers and reservoirs as necessary.

- May be subject to noise and chemical dust. Must work with hazardous chemicals in a liquid, vapor, or solid form.
- Shall have the ability to work in all outside weather conditions.
- Requires ability to work twelve hours per day.

*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.*

## **NECESSARY SPECIAL REQUIREMENTS**

Appropriate certification from the North Dakota State Health Department as required.

This position must maintain a primary residence within the City of Beulah or its extraterritorial limit to maintain employment. Leaving this area will result in immediate termination. This position must be fluent in the English language in both spoken and written form. Applicant is subject to pre-employment drug testing and a criminal background check may be done on any applicant for this position at the discretion of the City of Beulah.

The job description does not constitute an employment agreement between the City of Beulah and employee and is subject to change by the City of Beulah as the needs of the City of Beulah and requirements of the job change.

**The statements herein are intended to describe the general nature and level of work being performed by the person assigned to this position. The statements are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel as classified.**

*Developed September 26, 2018*