

City of Sand Point Job Description

Job Title:	Water & Wastewater Treatment Operator	Supervised by:	Water/Sewer Supervisor
Supervises:	None		
Range:	17	Updated:	09/01/15
Minimum:	\$18.11/hr \$19.22/hr	LEVEL I LEVEL II	Approved: _____ Mayor

General Position Summary and Responsibilities

Under the direction of the Water/Sewer Supervisor, the WATER & WASTEWATER OPERATOR (LEVEL I and LEVEL II) operates and maintains the water treatment facilities and wastewater treatment facilities to ensure that their operations meet or exceed standards imposed by appropriate regulatory agencies.

Essential Duties and Responsibilities

1. Submit required water samples to a testing laboratory as required by the Department of Environmental Conservation (DEC) to ensure safe drinking water for the community.
2. Perform backwash of filters and maintains other related equipment as required.
3. Maintain logs, reports and records of the water and wastewater treatment operations.
4. Repair and maintain water pipeline and valves, pumps, filters, polymer injection system, chlorine injection and monitoring system, meters and other equipment related to the operations of the water and wastewater treatment facilities.
5. Knowledgeable of Occupational Safety and Health Agency (OSHA) regulations, practices and procedures as they pertain to water and wastewater operations.
6. Assist in the public education on water consumption (excessive) and related water and wastewater issues.
7. Assist the Public Works Department as required.

8. Work independently when appropriate and/or required to do so.
9. Respond to routine and/or emergency calls for assistance from the Mayor, City Administrator, supervisor, citizens and others.
10. Establish and maintain cooperative and effective working relationships with other employees, external agencies, and the public.
11. Perform other duties as assigned by the Mayor, Water/Sewer Supervisor or City Administrator.

Knowledge, Skills and Qualifications

1. High school diploma or equivalent.
2. Minimum 1.5 years of experience in the water and wastewater field either as an Operator or Operator in Training (OIT).
3. Mathematical ability to perform required testing.
4. Knowledge of pumps and meters.
5. Valid Alaska Drivers License and good driving record.
6. Oral and written communications skills.
7. Interpersonal skills using tact, patience and courtesy

Preferred

1. Possess the appropriate State of Alaska certifications (some even provisional) in Water Treatment, Water Distribution, Wastewater Collection, and Wastewater Treatment. Appropriate certification depends on Operator Level (I or II).
2. Certified training as Water/Wastewater operator as detailed by State and/or federal regulations and requirements. Willingness and ability to obtain stepped up Certifications in Water Treatment and Water Treatment within one year.
3. First aid and CPR training w/certification.