



## Water/Wastewater Worker IV

*This job description is intended to present a descriptive list of the range of duties performed by employee(s) in this municipality and is not intended to reflect all duties performed within the job.*

**SUPERVISOR:** Water/Wastewater Supervisor

**SUPERVISE:**

### **SUMMARY DESCRIPTION**

Responsible for assisting with various semi-skilled maintenance activities for the city's wastewater collection and treatment. Assists with the city's water production and distribution system, as needed. An incumbent will be required to perform duties on an on-call basis, as needed.

### **EXAMPLES OF WORK PERFORMED**

**ESSENTIAL FUNCTIONS:** *The following examples of work are illustrative only and are not intended to be all inclusive.*

Participates in the construction, inspection, maintenance, repair and operation of the wastewater collection and treatment systems for the city and surrounding communities.

Assists with various water production and distribution activities including but not limited to service line shut offs/turn ons, repairing water main breaks, digging, trenching, etc.

Operates large trucks, fork lift, loaders, backhoe, and other vehicles as needed and basic hand, power and electric tools in the performance of duties and according to established guidelines.

Responsible for sewer line maintenance through various activities including but not limited to cleaning and clearing lines, flushing and pressure testing, valve maintenance, etc.

Assists with the operation and maintenance of the sewer lift stations; reads all sewer lift station meters to ensure proper functioning.

Assists in taking proper samples and performing lab tests pertaining to the city's wastewater system, as needed.

Assists in maintaining proper levels of all chemicals necessary to treat the water; assists in mixing chemicals for sludge dewatering and empties pits as needed.

Assists in reading and interpreting city maps of the water/wastewater system.

Ensures the proper maintenance of tools and equipment by cleaning and checking tools and equipment after use.

Refers needed maintenance and repairs on assigned vehicles and equipment to supervisor and Water/Wastewater maintenance person.

Responsible for maintaining a safe work environment in the performance of duties.

Receives citizen complaints and refers to the supervisor for resolution.

Establishes and maintains positive public relations with the general public, other employees, other governmental agencies and municipal officials

Performs related duties as required.

## **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

### **Knowledge of:**

- Materials, procedures, methods and practices utilized in maintaining water supply and distribution systems, wastewater collection and treatment.
- Federal, state and local laws and regulations pertaining to all facets of water production and distribution, wastewater collection and treatment.
- Techniques used in emergency and evacuation procedures.
- Various chemicals and the ability to apply the methods and techniques used in their application.
- Operation of vehicles, machinery, equipment and tools pertaining to duties performed.
- Precautions necessary to work safely with and around automotive and mechanical equipment in order to promote a safe working environment.
- Geography of the city's water district.
- City responsibilities and ability to use independent judgment in the performance of duties.

### **Ability to:**

- Learn the materials, procedures, methods and practices utilized in maintaining wastewater collection and treatment.
- Learn various chemicals and apply the methods and techniques used in their application.
- Learn to operate light vehicles, machinery, equipment and tools pertaining to duties performed.
- Learn the precautions necessary to work safely with and around automotive and mechanical equipment in order to promote a safe working environment.
- Learn the geography of the city's water district.
- Learn the city's responsibilities and ability to use independent judgment in the performance of duties.
- Read and interpret measuring and testing devices connected with plant operation.
- React quickly and calmly in emergencies.
- Accurately read and interpret technical sketches and instructional manuals.
- Deal with the general public in a courteous and tactful manner.
- Perform job duties efficiently while managing frequent interruptions.
- Plan and organize a personal work schedule, set priorities and meet deadlines.
- Understand and follow both oral and written instructions.
- Communicate effectively, verbally and in writing, in English
- Establish and maintain effective working relationships with the general public, other employees, and municipal officials.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein 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 job functions.*

**Environment** Work is generally performed outdoors and requires a considerable amount of physical activity including walking, standing, kneeling, bending, crouching, reaching, stooping and climbing. The incumbent must have the ability to transport themselves to and from various locations throughout the water district. Duties require the ability to tolerate an indoor and outdoor work environment which includes contact with dirt, dust, chemicals, cleaning solvents, disease causing bacteria, noise and inclement weather conditions.

**Physical** an incumbent must have the ability to lift up to 50 lbs. on a regular basis and must possess the coordination and manual dexterity necessary to operate hand and power tools and equipment utilized in the upkeep, repair and maintenance tasks. Must also possess the ability to lift, carry, push and pull heavy equipment and tools. Work hours may occasionally be required in times of darkness. Vision abilities required include close vision, distance vision, color vision, depth perception, and the ability to adjust focus. The employee occasionally works near moving mechanical parts, in precarious places and is occasionally exposed to fumes or airborne particles, toxic chemicals, risk of electrical shock, and vibration. The noise level may be moderate to intense depending on activity performed.

## **EDUCATION AND EXPERIENCE**

*Any combination of education and experience that would likely provide the required knowledge and ability is qualifying. A typical way to obtain the knowledge and abilities would be:*

### **Education/Training**

Graduation from high school or GED equivalent.

### **Additional Requirements**

Must possess a valid driver's license and may require a CDL.

Ability to report to the work site within a 15-minute response time, in normal weather conditions.

Must maintain all licensures as required.

May be asked to possess a State of Nebraska Water Certification Grade IV.

May be asked to possess a State of Nebraska Class 1 Wastewater Operator Certification.

**Regular Full-Time Scale WWO4**

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