



# City of Gunnison

## Job Description

<b>Job Title:</b>	<b>Water/Wastewater Operator</b>		
<b>Department:</b>	Public Works Department	<b>Division:</b>	Water/Wastewater
<b>FLSA Status:</b>	Non-Exempt	<b>Position Status:</b>	Full-Time
<b>Date Updated:</b>	4/5/2019	<b>Job Physical Level:</b>	Strenuous
<b>General Purpose:</b>			
<p>Responsible for the operation of the water supply, distribution, and storage systems. Performs maintenance, repairs and construction of water distribution, sewer collection, irrigation and storm drain systems. Performs installations, repairs, and testing on all water meters. Understands functions and applications of materials used in water and sewer installations and repairs. Responsible for water sampling and analysis, conducting inspections and record keeping. Performs technical tasks related to the operation, maintenance, repair, and security of the wastewater treatment plant including equipment, vehicles, grounds, and the laboratory.</p>			
<b>Essential Duties and Responsibilities:</b>			
<p>The following duty statements are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required. The City reserves the right to modify or change duties or essential functions of this job at any time.</p> <p>To execute the daily operations, technical duties and skills affiliated with the Water/Wastewater treatment facilities and processes. Employee must perform a variety of tasks to ensure the compliance, safety, and quality of the respective operations.</p>			
<b>General Responsibilities:</b>			
<ul style="list-style-type: none"> <li>• Ensure public health and safety through the water and wastewater treatment processes</li> <li>• Execution of daily operations of water/wastewater treatment and processes and any appropriate safety trainings and processes.</li> <li>• Aide in the performance of all regular process controls and monitoring, data logs, documenting, and data logging are completed</li> <li>• Assist in the operations, maintenance of pumps, VFD's, motors, and other specialized equipment to maintain the proper functionality of the treatment processes.</li> <li>• Collect any required samples throughout the treatment process or in the community.</li> <li>• Maintain, repair and service operations machinery and equipment including pumps, valves, motors, meters, tanks and reservoirs; change lubrications.</li> <li>• Respond to and resolve public complaints and inquiries; investigate complaints; document findings and recommendations.</li> <li>• Maintain access and cleanliness of facilities and grounds. Operate equipment to maintain plant access and cleanliness of facility appurtenances.</li> <li>• Respond to On-Call emergencies and alarms as well as other related duties not specifically listed.</li> </ul>			

- Assist in exercising the City's water rights through use and maintenance of the irrigation system.
- Must have four CDPHE required licenses and a Class B Commercial Driver's License.
- Assists in snow removal operations for City as required.

**Specific Responsibilities:**

This position will work within their respective team of Water or Wastewater but will be expected to cross train and be a multifunctional employee across both sectors. They will need to ensure that the appropriate training and execution of tasks take place to maintain the utmost quality in the treatment process. They will work directly with the Water/Wastewater Chief Operator must work closely with the Superintendent and the mirrored Chief Operator jointly in both water and wastewater treatment processes when necessary. They are responsible for assisting in collaborations between the facilities for major tasks, as well as effectively executing the departmental workload.

**Job Progression Requirements:**

Class "D" Operator

- Operate a wide variety of heavy equipment including backhoes, dump trucks, front-end loaders, skid steers, and other related equipment.
- Work safely with various confined, chemical, biological, and hydraulic situations safely
- Demonstrate public relations and customer service skills with the general public
- The ability to follow written and verbal instructions given to by superiors
- Respond to and aide in various emergent situations

Class "C" Operator

- Ability to facilitate regulatory testing and monitoring required by CDPHE
- Responsibly assist and make adjustments to treatment process
- Help facilitate training on variety of heavy equipment

Class "B" Operator

- Ability to troubleshoot and analyze the treatment process and make appropriate adjustments
- Ability to lead and train others the proper treatment processes and equipment
- Basic knowledge of: affiliated field of laboratory analysis; Supervisory Control Automated Dada Acquisition (SCADA); operational principles of valves pumps, motors, and instrumentations; Sampling methods and techniques; safe work practices; departmental SOP's
- Ability to oversee and lead crew in emergent situations

Class "A" Operator

- Ensure that all City affairs are within CDPHE Compliance for their respective PWSID/DMR
- In depth knowledge of: affiliated field of laboratory analysis; Supervisory Control Automated Data Acquisition (SCADA); operational principles of valves pumps, motors, wiring, and instrumentations; Sampling methods and techniques; safe work practices; departmental SOP's
- Effectively manage and collaborate with team to accomplish variety of treatment, collection, and distribution challenges.
- Ability to effectively communicate in written and verbal form
- Organize and present any necessary trainings or business related presentations.

- Respond to difficult and sensitive situations and inquires in absence of the Superintendent.
- Aid in departmental budgeting, planning and capital improvement processes within department

**Other Duties and Responsibilities:**

Performs other duties as required.

**Job Qualifications**

**Required Education and Experience:**

High school diploma or GED, preferably with two to four years of related experience in the repair and maintenance of water systems.

<p><b>Other Necessary Requirements:</b></p>	<p>Valid Colorado CDL "B" Driver's License, with hazardous material and air brake endorsement, or the ability to obtain within 6 months.</p> <p>OSHA Competent Person Training, or the ability to obtain within one year.</p> <p>Must meet City residency requirement.</p> <p><b>Specific Job Progression Requirements</b> (in addition to the general requirements above):</p> <p>Water/Wastewater Systems Worker</p> <ul style="list-style-type: none"> <li>• Possession of, or ability to obtain the affiliated Class "D" Water and/or Wastewater Treatment License within one year</li> <li>• Possession of, or ability to obtain the required Distribution and Collection Licenses within one year</li> </ul> <p>Class "D" Operator</p> <ul style="list-style-type: none"> <li>• Possession Class B CDL</li> <li>• Possession the affiliated Class "D" Water and/or Wastewater Treatment License</li> <li>• Possession the required Distribution and Collection Licenses</li> </ul> <p>Class "C" Operator</p> <ul style="list-style-type: none"> <li>• All requirements listed for Class "D" Operator</li> <li>• Minimum of 2 years' experience as defined by CCWP</li> <li>• Possession of Class "C" Water and/or Wastewater Treatment License</li> <li>• Possession of the required Distribution and Collection Licenses</li> </ul> <p>Class "B" Operator</p> <ul style="list-style-type: none"> <li>• All requirements listed for Class "C" and "D" Operators</li> <li>• Minimum of 3 years' experience as defined by CCWP</li> <li>• Possession of Class "B" Water or Wastewater Treatment License</li> <li>• Ability to troubleshoot and analyze the treatment process and make appropriate adjustments</li> </ul> <p>Class "A" Operator</p> <ul style="list-style-type: none"> <li>• All of the requirements listed above for "D" "C" and "B" Operators</li> <li>• Minimum of four years of related water/wastewater experience as defined by CCWP</li> <li>• Possession of, or ability to obtain Class B CDL</li> <li>• Possession of Class "A" Water or Wastewater Treatment License</li> <li>• Possession of the required Distribution and Collection Licenses</li> </ul>
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<p><b>Necessary Knowledge, Skills and Abilities:</b></p>	<p><u>Knowledge:</u></p> <p>Operation Monitoring — Watching gauges, dials, or other indicators to make sure a machine is working properly.</p> <p>Operation and Control — Controlling operations of equipment or systems, specifically use of backhoe, front end loader, dump truck, compaction devices, hand tools, water pumps, and electrical motors.</p> <p>Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.</p> <p>Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.</p> <p>Quality Control Analysis — Conducting tests and inspections of products, services, or processes to evaluate quality or performance.</p> <p>Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.</p> <p>Equipment Maintenance — Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.</p> <p>Repairing — Repairing machines or systems using the needed tools.</p> <p>Science and Math — Working knowledge of chemistry, biology, hydraulics, math.</p> <p>Safety — Knowledge of safety practices and procedures that are specific to the working environment.</p> <p><u>Skills:</u></p> <p>Operation Monitoring — Watching gauges, dials, or other indicators to make sure a machine is working properly.</p> <p>Operation and Control — Controlling operations of equipment or systems.</p> <p>Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.</p> <p>Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.</p>
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Equipment Maintenance — Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.

Repairing — Repairing machines or systems using the needed tools.

Abilities:

English Language Comprehension and Expression — Requires the ability to listen to, read, understand and communicate the English language so that others are able to understand. This must be done both orally and in writing, at the level appropriate for the position held. The ability to communicate information and ideas in speaking so others will understand. The ability to communicate information and ideas in speaking so others will understand. The ability to read and understand information and ideas presented in writing. Ability to follow written and oral instructions.

Independent Work — Ability to work without direct supervision.

Near Vision — The ability to see details at close range (within a few feet of the observer).

Deductive Reasoning — The ability to apply general rules to specific problems to produce answers that make sense.

Perceptual Speed — The ability to quickly and accurately compare similarities and differences among sets of letters, numbers, objects, pictures, or patterns. The things to be compared may be presented at the same time or one after the other. This ability also includes comparing a presented object with a remembered object.

Problem Sensitivity — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem. Ability to troubleshoot problems with valves, hydrants, pumps, motors, chlorinators, meters, and related equipment and make appropriate repairs.

Record Keeping — The ability to prepare accurate records and reports using a computer, and read, interpret and apply the results of readings and laboratory results.

<b>Working Conditions</b>	
<b>Work Environment:</b>	<p>The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>The noise level in the work environment is usually relatively quiet. While operating equipment, ear protection may be necessary.</p> <p>This position spends the majority of its time in an outdoor or unprotected environment. The incumbent will make frequent trips to external locations, and will be exposed to weather elements, temperatures, and automobile travel.</p> <p>This position will be regularly exposed to chemicals and hazardous materials, consistent with water and wastewater treatment, distribution, and collection. Incumbent may be frequently exposed to the possibility of accident or injury associated with working in this type of industry.</p>
<b>Physical Activities:</b>	<p>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.</p> <p>While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.</p> <p>Ability to lift, carry, push, or pull burdens in excess of 50 pounds on a regular basis.</p> <p>Ability to use SCBA equipment required when working around the disinfection equipment and chemicals associated with water and wastewater treatment.</p> <p>Ability to work in confined spaces, including but not limited to manholes, trenches, pipes, and sumps.</p> <p>Ability to participate in and respond to routine conversation in person or via telephone, and distinguish telephone, printer, computer, and other auditory tones.</p> <p>Visual and physical ability to occasionally work on computers. Specific vision abilities required by this job include close vision and the ability to adjust focus.</p>
<b>Tools and Equipment Used:</b>	<p>Operate construction equipment and power tools such as dump trucks, front-end loaders, backhoes, tampers, tap machines, pavement saws, cutting torches and welders.</p>

	Tools and equipment used in the operation, installation, maintenance, and repair of water distribution and sewer collection systems.
<b>Supervision Received:</b>	
Works under the general supervision of the Chief Plant Operator or Chief Water Operator.	
<b>Supervision Exercised:</b>	
Generally None. May supervise temporary staff or give assignments and direction to staff in training. Acts as competent person on excavations.	

**ACKNOWLEDGEMENT OF RECEIPT  
PLEASE SIGN AND RETURN TO HUMAN RESOURCES**

I, (print name) \_\_\_\_\_, acknowledge that I have received a copy of the current job description for the position of **WATER/WASTEWATER OPERATOR** with the City of Gunnison. I understand the job description does not constitute an employment agreement between the City of Gunnison and myself and is subject to change by the Management of City of Gunnison in its sole discretion. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Employee Signature	Date
Supervisor Signature	Date