

TITLE: Water and Wastewater Plant Operator I (OPERATOR IN TRAINING) Grade 1

IMMEDIATE SUPERVISOR: Chief Water and Wastewater Plant Operator

JOB SUMMARY: Under general supervision of the Chief Water & Wastewater Plant Operator is responsible for performing the various Water Supply and Storage and Wastewater Pumping and Treatment functions of City of Van Buren Public Water & Sewer System; learning to operate and maintain VBMU water and wastewater pumping stations, treatment plants, reservoirs, heavy equipment used in water/sewer service work; and to perform other VBMU related duties as required, including cross training and assisting other VBMU crews as needed.

SPECIFIC JOB DUTIES AND RESPONSIBILITIES

- 1: Responsible for the safe and efficient operation and maintenance of VBMU vehicles, tools, and equipment observing legal and defensive driving and operational practices.
- 2: Perform repairs on pumps, motors, controls, vehicles, lawnmowers, plant facilities, reservoirs, and related equipment and functions.
- 3: Ability to communicate with the public and coworkers in a polite and efficient manner.
- 4: Assists coworkers and other VBMU crews in system operations and maintenance tasks and duties
- 5: Required to be on standby duty and work after hours and weekends whenever necessary.
- 6: Performs and/or assists in performing laboratory analysis, sampling, monitoring, calculations, and calibration, performs general duties such as painting, mowing and brush hogging, cleaning, and general maintenance.
- 7: Basic ability to locate streets, addresses, City of Van Buren Public Water/Sewer System components in the field and on maps/plans (paper and electronic).
- 8: Responsible for responding to customer requests and complaints and completing work orders accurately and efficiently.
- 9: Responsible for follow up of actions, ongoing personal development, and VBMU related training, licensing, and certification.
- 10: Responsible for operating in accordance with Local, State, Federal Regulations, and VBMU Policies and Procedures.
- 11: Performs basic computer operations per related operations and record keeping.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES OR EDUCATION:

- 1: The ability to safely operate vehicles and equipment, lift and handle materials and tools of different sizes while performing work in and around heavy equipment, trenches, pits, ditches, and manholes, may be required to climb ladder and cross fences.
- 2: Operations & Maintenance, Record Keeping, and Reporting related knowledge of water & wastewater pumps & motors, water reservoirs, wastewater treatment plant operations, sludge application, and general water & wastewater technology.
- 3: Skill and ability in human relations, team building, dealing with public and coworkers in calm manner under stressful situations, ability to remain calm and polite, but firm when dealing with hostile or irate customers.
- 4: Ability to trouble shoot operational, electrical, and mechanical problems pertaining to pumps, motors, meters, controls, and related equipment.
- 5: The ability to communicate clearly and effectively to receive and give information to co-workers and customers.
- 6: The ability to manage time effectively, function independently, self-supervise, and limit distractions.
- 7: Follow safety compliance policies and procedures.
- 8: Basic knowledge and skills in water/wastewater sampling, monitoring, and analysis

9: Ability to complete work orders and perform necessary record keeping and reporting as required.

PHYSICAL TASKS AND WORKING CONDITIONS: While performing the duties of this position, an employee is regularly required to stand; use hands and fingers to handle or feel; and talk and hear. Frequently required to walk and to reach with hands and arms, repetitively sit, climb, balance, stoop, kneel, crouch or crawl. Frequently lift and/or move up to fifty (50) pounds, and occasionally lift and/or move up to one hundred (100) pounds with frequent push, pull, twist, and turn of various weights and pressures. Specific vision abilities include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. Duties are performed both inside a climate-controlled building and outside for extended hours in all types of weather conditions, riding in and/or operating un-air-conditioned vehicles and heavy equipment, lifting, and repairing valves, hydrants, meters, tools, and equipment of various weights and sizes. Working in, on, and around confined spaces, heights, trenches, vaults, pits, ditches, manholes, pumps, motors, water, wastewater, chemicals, gases, climbing and working on water storage reservoirs. The ability to operate and work from a boat and/or floating apparatus. Working conditions include working with a variety of equipment and people. May have to deal with customers and personnel that may be upset and difficult to handle. Must be available for emergency and non-emergency call out both while on and off scheduled call duty. May be required to work in stressful environments. May be required to travel and stay overnight out of town for related training.

MINIMUM QUALIFICATIONS:

- 1: Must be at least 18 years of age.
- 2: High School Graduate or equivalent.
- 3: Must hold a valid Commercial Driver's License or have the ability to operate equivalent NON-CDL vehicles and equipment.
- 4: Must hold an Arkansas Grade I Water Distribution Operator License or be able to obtain within two (2) years with a goal of obtaining an Arkansas Grade III Water Distribution Operator License within three (3) years from hire date.
- 5: Must hold an Arkansas Class I Wastewater Treatment Operator License or be able to obtain within two (2) years with a goal of obtaining an Arkansas Class III Wastewater Treatment Operator License within four (4) years from hire date.
- 6: Must be able to read, write, follow written and verbal instructions, and communicate effectively
- 7: Training in related safe working procedures and compliance requirements.
- 8: Must have a telephone and be available for call out.
- 9: Must have transportation to and from work.

10: This Grade 1 position is intended to be an Operator in Training (OIT) position and is typically working toward obtaining first level license/certification as listed above with the goal of meeting the requirements of a Grade 2 position. **FAILURE TO MEET THE JOB DESCRIPTION REQUIREMENTS WITHIN THE SPECIFIED TIME MAY RESULT IN TERMINATION OF EMPLOYMENT.**

This position is designated as a safety sensitive position as defined by Arkansas Code 11-14-102.

The above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities, and requirements. Job Description subject to modification due to changes in related rules, regulations, and/or general requirements.