

Water/Sewer Maintenance I

DEFINITION: Under direct supervision, is responsible for the maintenance, repair, and monitoring of water and wastewater plant operations and distribution for the assigned area and performs related work as required.

DISTINGUISHING CHARACTERISTICS: This is the entry level position within the Water/Sewer Specialist series. Incumbents perform the more routine technical duties while learning operational policies and procedures. The Water/Sewer Specialist I class differs from the Water/Sewer Specialist II class in that the latter is given more independence and responsibility in tasks and performance, and may act in a lead capacity.

ESSENTIAL FUNCTIONS: (Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions).

1. Controls and monitors mechanical devices used to treat wastewater and related sludges, both manually and through the use of the Supervisory Control and Data Acquisition (SCADA) and computer control systems.
2. Maintains water and sewer plant equipment, and repairs equipment as needed.
3. Maintains well and equipment logs.
4. Inspect all pumps, bar screen and related equipment, grit chambers, digesters and heaters, trickling filters, and primary and secondary basins on a daily basis and record all vital information on production totals.
5. Conducts water sampling for diagnostic testing purposes.
6. Calculates chemical dosage for water treatment.
7. Investigates all components of water and sewer operations such as plumbing, electrical, and chemical.
8. Installs, repairs, and reads water meters.
9. Cleans and lubricates pumps and other production equipment as needed.
10. Locates water and distribution service lines.
11. Keeps various records of water and sewer plant operations.
12. Engages in public contact with customers and related field personnel.
13. Operates and programs telemetry system.

QUALIFICATIONS FOR EMPLOYMENT:

Knowledge and Ability:

Knowledge of

- methods, materials, and procedures used in inspection, repair and maintenance of water and sewer systems;

- occupational hazards and standard safety practices;
- operational characteristics of pump equipment;
- pump capabilities to regulate water flow;
- basic principles of hydraulics;
- basic mathematical calculations;
- current computer hardware and common applications at a basic level, such as word processing, spreadsheet, and database; and
- pertinent federal, state and local laws, codes and regulations.

Ability to

- monitor and control wastewater treatment plant functions through the use of the SCADA and complex computer control systems;
- learn the principles and regulations of the treatment and distribution of reuse water;
- learn chlorine formulas and testing techniques;
- perform less complex wastewater treatment operations;
- learn to operate a variety of pumping equipment in a safe and effective manner;
- learn to recognize improper pump operation through visual or auditory inspection;
- learn to perform preventive and corrective maintenance on facility equipment;
- learn to calculate chemical needs of wastewater based on analysis results;
- read and write English at a level necessary to perform essential functions;
- work in confined spaces wearing a breathing apparatus;
- understand and follow oral and written instructions; and
- communicate clearly and concisely, both orally and in writing.

Special Requirements: Possession of a state of Nevada Wastewater Treatment Plant Operator in Training (OIT) certification within six months of the date of appointment and possession of a state of Nevada Grade I Wastewater Treatment Plant Operator certification within one year of the date of appointment, and maintenance thereafter is preferred.

Must have, or have the ability to obtain, a class B Commercial Drivers License within six months of employment and must maintain said license throughout the duration of employment with the City of Winnemucca.

Experience and Training: *Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:*

Possession of a high school diploma or equivalency and one year of experience operating piping, valves and controls in a process or manufacturing environment. Experience involving the installation, maintenance and repair of fluid pumps and related systems with a minimum capacity of 200 gallons per minute is desirable.

PHYSICAL AND MENTAL/INTELLECTUAL REQUIREMENTS: *The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.*

Frequent standing in combination with walking throughout work shift on all types of terrain up to ¼-1 mile per shift, depending on area assigned. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Occasionally sitting while performing administrative duties. Some reaching for items above and below desk level. Frequent reaching, bending, squatting, and stooping to perform maintenance tasks. Infrequently crawling or kneeling to check gauges and valves. Frequently lifting of 1-15 pounds is required, including materials, samples, supplies, and tools. Infrequently lifting of up to 50 pounds may be required. Vision to read printed materials. Hearing and speech to communicate in person or over a radio or telephone.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals are encouraged to discuss potential accommodations with the employer.

WORKING CONDITIONS: *Work is performed under the following conditions:*

Position functions at a wastewater treatment facility and may occasionally take place at construction sites. Exposure to waste, hazardous and infectious waste, noise, electrical hazards, inclement weather, moving objects, vehicles, sharp objects, pinch points, odors, fumes, gases, dust, and slippery surfaces. Safety equipment utilized may include hearing and eye protection, safety shoes, gloves, masks, respirators, and a safety vest. Frequent interruptions to planned work activities occur.

FLSA Status: Non-Exempt

10/28/19

I have read and understand this explanation and job description.

Signature: _____ Date: _____

