

**CITY OF WOLF POINT**  
**Job Descriptions**

**Employee:** \_\_\_\_\_  
**Supervisor:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

<b>CLASS TITLE:</b>	<b>WATER/WASTEWATER OP. II</b>	<b>Revised: 5/2016</b>
---------------------	--------------------------------	------------------------

**ACCOUNTABLE TO:** Chief Operator or Director of Public Works

**PRIMARY OBJECTIVE OF POSITION:** Under general supervision, performs skilled work in the operation of water pumping, treatment plant, booster station, lift station, lagoon, water distribution system, and sewer collection system; Work varies, requires significant individual judgment, with reasonable variations within prescribed standards and procedures.

**ESSENTIAL JOB FUNCTIONS:** Must possess a Class II A Water Distribution System license, Class III B Water Treatment System license, and a Class III C Waste Water Treatment License; ability to read, write, and follow instruction manuals; Exposure to chemicals, acids, and infectious wastes; possess a valid Montana Driver's License.

**PHYSICAL REQUIREMENTS:** Lifting up to 100#s (greater with assistance); Physical demands include bending, stooping, crawling, climbing and getting in and out of vehicles; work in uncontrollable environment of dampness, pollution, heat and cold.

**MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:** Operates and maintains the water pumping, treatment plant, lift stations, and lagoon; takes samples, tests, and performs analysis of water and its treatment; performs various tasks in the maintenance of plant and equipment; operates light and medium equipment in the performance of duties that may include sewer jets, the treatment plant as well as the distribution system; may work in system construction, including trench work; inspects and operates motors, pumps, meters, chemical feeders, and related equipment; calculates dosage and adds chemicals to treatment system in accordance with standards set by the State; winterizes the pool and parks sprinkler systems; May be required to be called out to assist during emergencies; performs such other duties as may be assigned.

Maintains a daily record of shift operations, reads gauges and records information; Initiates routine operational records, prepares test results, tabulations, and summary reports; uses equipment requiring care to assure against breakdown or deterioration; position requires employee to perform a multitude of movements of which a moderate physical effort involving lifting up to 100#s; contact with chemicals and undesirable physical conditions; hazards are moderate requiring care and use of proper safety equipment and procedures to prevent injury; contact with the public is frequent; requires contact with fellow employees and other departments.

**SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:** Generally none; may occasionally supervise employees as assigned.

<b>CLASS TITLE:</b>	<b>WATER/WASTEWATER OP. II</b>	<b>Revised: 5/2016</b>
---------------------	--------------------------------	------------------------

**EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:** Graduation from high school, or its equivalent, and three years work experience with a water and wastewater system; Possession of Class III B Water Treatment System License, Class III C Waste Water Treatment license, and Class II B Water Distribution System License and shall maintain such certification and update as may be required; possess a valid Montana Driver's License.

**EXAMPLES OF PERFORMANCE CRITERIA AND EXPECTATIONS:**

- Plant and related equipment are maintained and operated efficiently; testing and records are maintained according to required procedures;
- Maintains and applies knowledge of the function and servicing requirements of mechanical equipment and machinery and of the treatment processes involved in the operation of the water plant, including chemical treatment and tests;
- Treated water is produced at or above required levels and to the standards of the State of Montana;
- May read, clean, repair, and install water meters and remote controls;
- Understands and follows oral and written instructions;
- Establishes and maintains effective working relationships with fellow employees, other departments, agencies, and the general public;
- Performs such other duties as may be assigned.