

CITY OF WOLF POINT
Job Descriptions

Employee: _____
Supervisor: _____
Date: _____

CLASS TITLE:	WATER/WASTEWATER OP. I - Trainee	Revised: 5/2016
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ACCOUNTABLE TO: Chief Operator or Director of Public Works

PRIMARY OBJECTIVE OF POSITION:

Under direct supervision, performs semi-skilled and some skilled work in the operation and maintenance of the water or wastewater treatment and facilities, reads and maintains water meters; Work varies, individual judgment within prescribed standards and procedures is required.

ESSENTIAL JOB FUNCTIONS:

Ability to read, write, and follow instruction manuals; exposure to chemicals, acids, infectious wastes, and hanta virus. Position is essentially a training position and may perform duties of laborer; Reads and maintains water meters; and may be exposed to dog attacks. Must possess a valid Montana Driver's License.

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

MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE: Assists in the operation of the water and wastewater treatment and sewer facilities; performs various tasks in the maintenance of the plant and equipment; assists, when applicable, in the taking, testing, and analysis of samples to assure the established standards of quality are maintained; may fill weekend assignments; may be required to be called out to assist during emergencies; may serve as meter reader; and other related duties.

Initiates routine operational records and prepares tests results, tabulations, and summary reports; uses equipment or material requiring care to assure against breakdown or deterioration; position requires employee to perform a multitude of movements of which a substantial physical effort is required; requires contact with chemicals and undesirable physical conditions; hazards are moderate requiring care and use of proper safety equipment and procedures to prevent injury; hazards such as dog attacks may require constant alertness; contact with the public is frequent and necessary as informational; requires contact with fellow employees and other departments.

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS: None

EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS: Graduation from high school or its equivalent, and some work experience. Shall work toward the obtaining of water and/or wastewater certification within one year; possession of a valid Montana Driver's License.

CLASS TITLE:	WATER/WASTEWATER OPERATOR I -Trainee	Revised: 5/2016
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EXAMPLES OF PERFORMANCE CRITERIA AND EXPECTATIONS:

- Operates and maintains the system facilities through making regular prescribed rounds of the plant, taking samples and/or readings as may be required, and recording the results;
- Assures treated water or wastewater is produced at or above required levels and to State standards;
- Reads and maintains water meters;
- Performs housekeeping duties and assists in the maintenance of equipment as directed; and
- Performs such other duties that may be required.