

CITY OF HAMILTON
Water Treatment and Distribution System Operator in Training

POSITION DESCRIPTION

Position Title: Water Treatment and Distribution System Operator in Training
Department: Public Works Department
Reports To: Director of Public Works
FLSA Status: Non-Exempt

SUMMARY OF WORK: This position is a full-time entry level position that performs a variety of semi-skilled and skilled duties in the operation, maintenance and construction of the water treatment, well stations, booster pump stations, and water distribution system. This position works secondarily within the Streets and Wastewater Departments. This position may also work within all other areas of the Public Works Department as needed and assigned. Must exercise safety precautions in dealing with hazardous conditions, chemicals, or materials. Maintains confidentiality of sensitive information.

JOB CHARACTERISTICS AND ESSENTIAL JOB FUNCTIONS:

Work Environment: While performing the duties of this Job, the individual is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk and hear and smell. The individual must occasionally lift and/or move up to fifty (50) pounds (or greater with assistance). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Work is performed primarily in office, plant, vehicles, heavy equipment, and outdoor settings, in all weather conditions, including temperature extremes. Individual is frequently exposed to wet and/or humid conditions; moving mechanical parts; exposed to sewer gases and fumes or airborne particles and raw wastewater; toxic or caustic chemicals; outside weather conditions and risk of electrical shock. The individual will work in confined spaces and trenches and required to work with power tools and operate heavy equipment. The individual is occasionally exposed to vibration. The noise level in the work environment ranges from quiet to loud. Requires adherence to Federal, State and City safety standards and policies and proper use of safety equipment.

Personal Contacts: Daily yet limited contact with the public to handle water system issues and complaints, check water meters, and post shut-off notices. Daily contact with the Public Works Foreman and other public works department personnel and office personnel. Daily contact with the Director of Public Works. Contact with others is essential to the performance of duties and requires common courtesy, receiving and relaying information.

Supervision Received: Receives supervision and job assignments from the Public Works Foreman or assigned Lead Operator. Receives general supervision from the Director of Public Works.

Supervision Given: None

Essential Functions: Position requires the ability to communicate orally and in writing, maintain assigned or required personal records of daily work activities, water treatment records, system maintenance records, and work orders. Ability to operate various types of equipment, including but not limited to pickup trucks, skid steer loader, backhoe, mini-excavator, dump trucks, snow plow and sander, front end loader, vibratory roller, sewer jet truck, air compressor and jack hammer, generators, pumps, hot tapping tool, chlorine monitor, orthophosphate monitor, chop saws, hydraulic gate valve turner, water treatment pumps, equipment to perform water sampling and testing procedures, hand tools, power hand tools and air tools. Performs duties in the maintenance, repair, and minor construction of the water system and assists in the maintenance and repair of streets, alleys, street signs, water and sewer distribution/collection systems including but not limited to painting, mowing, weed control, water main and service line leak repairs, pump repairs, fire hydrant maintenance and installation, water system valve maintenance, water meter installation and reading, sewer main maintenance and cleaning, water well and well house maintenance and repairs, sewer treatment plant and public works department building maintenance, and related facilities building maintenance. This position may require working weekends and holidays as scheduled. This position will respond to emergency calls.

AREAS OF JOB ACCOUNTABILITY:

Primary function: Under supervision assists in the operation and maintenance of the water production facilities, booster pumps stations and water distribution system. Performs routine daily operation and maintenance of the water system and facilities, under supervision assists senior operators in performing routine operation, maintenance and repairs of the water system, maintenance of records, water leak repairs, annual leak detection program, water main leak repairs, perform annual gate valve exercise and maintenance program, fire hydrant testing and maintenance program, maintains pumps and control panels. Assists with water monitoring and treatment programs, conducts daily checks of water system and performs chlorine residual tests, completes underground utility locates using line locator and metal detection equipment; performs building maintenance, facilities and grounds maintenance as assigned; installs water meters and associated communication equipment sometimes in difficult locations; calibrates and repairs water meters; works independently and completes assignments with little or no supervision; performs work that requires operator certification under the supervision of qualified personnel; adheres to safe work practices, use of safety equipment, and follows safety rules and policies.

Secondary Function: Assists public works department staff with a variety of maintenance and repair work within the water, wastewater and street systems; Performs work as assigned within other areas of the public works department as needed. Works with wastewater personnel to assist with sewer main maintenance and cleaning program, facilities maintenance, wastewater treatment plant operation and maintenance to include lab, sewer lift station operation and maintenance, sewer collection system and components, street construction, repair and maintenance projects and programs as assigned. Work described is not all inclusive of work that may be required.

JOB REQUIREMENTS:

Knowledge: This position requires obtaining a general knowledge of the operation and maintenance of the water system, well stations, booster pump stations and water distribution system, requires obtaining the basic knowledge of hydraulics, plumbing, water chemistry, biology, and math. Knowledge of Federal, State and City safety regulations and policies. Basic knowledge of telemetry control systems, and general knowledge of construction.

Skills: This position requires training to become proficient in the operation and maintenance of the water system and components including but not limited to, control systems, pumps, mechanical equipment, water distribution and water pumping & treatment systems including components and testing equipment. This position requires skill in use of hand, power and air tools, operation of lawnmowers, light trucks, skid steer loader, backhoe, mini excavator, air compressor and jackhammer, dump truck, sewer jet truck, front end loader, basic welding and equipment, painting, grounds keeping and maintenance.

Abilities: This position requires the ability to accept, understand, and follow verbal and written instructions, complete work assignments in a professional and timely manner, work with assigned crews and follow instructions, work in all types of weather conditions and temperature variations, follow safety policies and regulations, manipulate heavy objects and hand tools, and establish effective working relationships with fellow employees, supervisor and the public. This position requires working proficiently as a laborer requiring little or no supervision to complete work assignments.

EDUCATION AND EXPERIENCE:

- High school diploma, general education development (GED) or High School Equivalency Transcript (HiSET) is required.
- Associates (or higher) Degree in Water Technology or related field or Additional course work in Water Treatment and Distribution or Wastewater Treatment and Collection desirable.
- Experience in plumbing, pump maintenance, mechanical systems, or construction preferred.
- Must possess a Class D driver's license at all times and be able to obtain a Montana commercial driver's license with appropriate endorsements within 2 years of hire.
- Must be able to obtain a State Certification for Water Treatment Operator in Training 3-B and Water Distribution System Operator in Training 2-A, within two (2) years of hire.
- Operation of heavy equipment including wheel loaders, skid steer, dump trucks, Backhoe, or other related experience helpful.

JOB PERFORMANCE STANDARDS:

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

- Accepts and performs work assignments with a high level of quality, professionalism, and in a timely and efficient manner.
- Effectively operates and maintains water system and components.
- Ensures water meets or exceeds federal and state water/wastewater quality standards.
- Consistently completes accurate sampling, testing, and analysis.
- Follows oral and written instructions.
- Care, maintenance and operation of city property, equipment and vehicles.
- Knows and follows safety policies and procedures.
- Maintains accurate and timely records.
- Observes work hours and break periods.
- Demonstrates punctuality.
- Works effectively with fellow workers and office personnel.
- Demonstrates a willingness to accept all work assignments outside the primary functions and duties.
- Demonstrates good cooperation with Supervisors.

Selection Guidelines: The physical demands described above 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.

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

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.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Reasonable Accommodation

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.

Updated: August 20, 2024