

**Melrose Sewer District is seeking qualified applicants for the position of
WASTEWATER OPERATOR**

\$400/month for up to 20 hours/month and then \$15/hour beyond 20 hours

**Please submit cover letter and resume (including three references) to:
Melrose Sewer District, Operator Position, PO Box 125, Melrose, MT 59743 or
melrosesewer@gmail.com**

Requirements:

- Must have valid MT drivers license
- Wastewater certification preferred but not required at time of hiring (operator will have to obtain these certifications within one year of the hiring date)
- Must be able to lift at least 50lbs
- On-call 24hrs a day during work week
- Pre-employment drug test required

Education Requirements:

- High school diploma
- Must have basic computer skills

Experience:

- No specific experience is required, but wastewater or water system operation is a plus, and the ability to acquire operator certificates is required
- Must be detailed oriented
- Have good problem solving skills
- Be a quick learner
- There may also be periodic travel for trainings, conferences/trade shows, etc. Travel expenses, including per diem are provided during required travel.

Duties:

- Operate and maintain the lift station and lagoons
- Perform general maintenance fixes on the system as needed and in a timely manner, examples include: replacing pump seals, changing motor oil, etc
- Help with service call items when needed, examples include: pump removal/cleaning/repair, filter and screen cleaning, pipe jetting, control panel troubleshooting, electrical component (e.g. contacts, relays, etc.) replacement, microprocessor (re)programming with factory support, manage vegetation at lagoons and lift station

Expectations for training include:

- Ability to troubleshoot all parts of an electrical control panel
- Understanding pumps, pump curves, and motors
- Understanding wastewater treatment (how it works and the general components involved)
- Understanding single vs. three phase power
- Relationships between volts, amps, & watts

The wastewater operator will be responsible for the following:

- Performing routine management and maintenance on sewer, including, among other routine items
- Operator shall determine maintenance schedule and record and document work performed
- Running the generator at least once per month, or as needed, and performing whatever maintenance is required on said generator
- Having current Class 4-C Waste Water Lagoon Operator's Certificate. (The Sewer District will reimburse operator for licensing/training costs)
- Providing the board of directors with updates on the status of sewer system as needed and/or requested
- Being on 24-hour call to handle emergencies, including but not limited to resolution of alarms at lift station
- Maintaining an adequate supply of spare parts to address mechanical breakdowns of the system
- Attending quarterly meetings and provide the board with a full and current Operator's Report