

POSITION DESCRIPTION

TITLE: Water/Wastewater Operator/ Lab Technician

DEPARTMENT: Water and Wastewater

JOB DESCRIPTION: The water and wastewater lab tech will assist with maintenance and upkeep of both the water and wastewater departments and relay such operations to the water and wastewater superintendent.

DUTIES: Include the following but not limited to:

A. Water Department

1. Maintain safe drinking water by meeting all sampling and testing requirements.
2. Install, read, and test water meters and download the readings into the computer.
3. Assist with the preparation of water bills.
4. Assist high usage customers by helping to find leaks.
5. Handle complaints about bills, water quality, and any other questions related to the department.
6. Deliver final shut-off notices.
7. Maintain wells with preventive maintenance such as greasing, packing the pump, changing the oil, painting, and cleaning.
8. Monitor well outputs daily by checking GPM, pumping water level, static water, and vibration testing.
9. Monitor chemical addition by ordering chlorine, measuring chlorine addition, testing chlorine residual, and keeping chlorine equipment clean with regular maintenance.
10. Inspect the installation of water mains, hydrants, and laterals.
11. Maintain water distribution system by operating main valves yearly.
12. Maintain fire hydrants by flushing them at least yearly, painting them, and completing all other repairs as necessary.
13. Repair water mains and lateral breaks.
14. Receive diggers hot line tickets for locates. For each ticket received, the water and sewer lines need to be located.

B. Wastewater Department

1. Operate and maintain the wastewater treatment plant efficiently so as to meet all discharge limits.
2. Monitor the wastewater treatment plant performance and make all operational changes as needed to insure proper performance.
3. Perform daily tests for pH, dissolved oxygen, and sludge depth in clarifiers.
4. Perform tests two times a week for biochemical oxygen demand, suspended solids, ammonia nitrogen, and miscellaneous tests.
5. Perform weekly tests for fecal coli form and GGA.
6. Perform quality assurance tests according to lab manual.
7. Record all test results received daily, weekly, and monthly tests completed in ink as required by the DNR to prevent falsification of records.
8. Calibrate and maintain all lab equipment as needed.
9. Maintain all equipment by changing oil, greasing, adjusting the equipment as necessary and recording all duties performed.
10. Daily inspection of equipment to insure that all equipment is operating correctly and efficiently.
11. Clean all tank and equipment as needed.
12. Maintain sludge storage tank by hauling to approved sites biannually as weather permits.
13. Investigate sewer back-up complaints and take needed action.
14. Maintain sewer mains and manholes by inspection, jet cleaning, and/or flushing.
15. Weekly inspections of lift stations and record the hours that the pumps run.
16. Clean and maintain the lift stations by greasing, changing oil, and making adjustments as needed.

Other Duties which include by are not limited to:

1. Assist the street department with snow removal primarily on city owned sidewalks and the fire station parking lot.
2. Fill in as relief snow plow driver or pay loader operator as needed.
3. Deliver and pick up mail from post office from city hall.
4. Post all meeting notices at various locations.
5. Deliver bank deposits to both city banks.
6. Give educational tours of both water and wastewater departments and go to schools to give presentations.
7. Fill in for the water and wastewater superintendent in his absence.

QUALIFICATIONS:

1. Must maintain a valid WI driver's license.
2. Be able to work in adverse weather conditions, both cold and hot.
3. Be able to lift up to 100 pounds.
4. Be able to operate and repair heavy equipment, dump trucks, pay loader, tractors, jetters, and lawn mowers.
5. Must be certified in water, in ground water, and in distribution.
6. Must hold current certification in wastewater to grade 3, sub grade CEJ within 18 months of hire.
7. Must attend seminars to earn enough credits to maintain both water and wastewater licenses.
8. Must have the ability to communicate clearly with the public and all other personnel.
9. Be able to work every third weekend and every third holiday.
10. Be able to be on call 24 hours a day and be able to respond to the problems as needed.
11. Be knowledgeable of all water and wastewater rules and regulations and keep up to date on all changes.
12. Possess the ability to operate and maintain sophisticated laboratory equipment.
13. Must either hold a current CDL License or the ability to obtain a CDL license within 6 months of employment.