

CITY OF FAIRMONT**POSITION DESCRIPTION**

POSITION: Operator/Maintenance/Lab Technician

DIVISION: Public Works

DEPARTMENT: Wastewater

CLASSIFICATION: Union – Non-exempt

POSITION SUMMARY: Performs a variety of semi-skilled and skilled technical and maintenance work in the operation, maintenance and repair of wastewater treatment facilities and systems.

POSITION AUTHORITY: Works under general supervision within plant schedule and approved guidelines.

RELATIONSHIPS

IMMEDIATE SUPERVISOR: Water/Wastewater Superintendent, Operations Supervisor.

SUPERVISES: None.

EMPLOYEE CONTACTS: All employees within these departments: wastewater treatment and collection, water plant and distribution, line, parks, street, city hall, engineering, police and fire.

OUTSIDE CONTACTS: MPCA, EPA, Department of Health and the general public.

RESPONSIBILITIES

Adjusts plant operating parameters as directed (return rates, wasting rates, air rates, etc.)

Keeps piping, weirs, channels, etc., free of rags and biological growth. Handle and dispose of grit and bar screenings.

Reports any unusual conditions to the operations supervisor (i.e. cloudy effluent, bulking sludge, excess foam, manhole or lift station overflow, etc.)

Performs various maintenance tasks at the plant and assists on collection system when needed.

Monitors, maintains and repairs equipment related to the solids process. Handles and disposes of processed solids.

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Performs all required laboratory testing in the absence of the Operations Supervisor. Does all required laboratory testing on the weekends and holidays that the operator is scheduled to work.

Performs routine preventative maintenance on all plant equipment. Assists during major maintenance and repair tasks.

Performs some general housekeeping duties (i.e. painting, mowing, snow removal, washing floors, windows, walls, steam clean the bar screen, etc.).

Performs other duties as assigned by the Water and Wastewater Superintendent.

EMPLOYMENT STANDARDS

EDUCATION AND EXPERIENCE: Minimum: High school diploma, one-year related technical course, or equivalent.

Desirable: Two-year degree in wastewater treatment and operations or relevant experience.

SPECIAL REQUIREMENTS: Valid Minnesota Class B Commercial Driver License with endorsements for air brakes and tanker. Class D wastewater treatment operator's license or ability to obtain within 1 year.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES: Extensive knowledge on the operation of a complete mix activated sludge plant.

Knowledge of all of the occupational hazards involved in working the laboratory, wastewater treatment facility and the collection system.

Knowledge of all the safety precaution within the department and the ability to practice them.

Ability to make operational control adjustments when necessary

Ability to get along with and work with other employees.

Knowledge and skill to trouble shoot both mechanical and electrical problems.

Skill in performing a variety of handyman maintenance tasks around the plant.

TOOLS AND EQUIPMENT USED: Trucks, tractors, air hammers, skid loader, front end loader, welder, cutting torch, mobile radio, phone, computer, and a variety of lab equipment.

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PHYSICAL DEMANDS: The physical demands described here 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.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee frequently is required to stand. The employee is occasionally required to walk; talk or hear; sit; climb or balance; stoop, kneel, crouch or crawl; and smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and the ability to adjust focus

WORK ENVIROMENT: 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.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions. The employee occasionally works in high, precaious places and is occasionally exposed to fumes or airborne particles, risks of electrical shock and vibration. The employee is frequently exposed to toxic or caustic chemicals and strong odors.

The noise level in the work environment is can be moderately loud.

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.

DATE APPROVED: _____

BY: _____