

**CITY OF FAIRMONT  
POSITION DESCRIPTION**

**WASTEWATER OPERATOR**

**DEPARTMENT:** Public Works  
**FLSA CLASSIFICATION:** Union, Non-exempt  
**REPORTS TO:** Wastewater Operations Supervisor  
**SUPERVISES:** None

**DEFINITION:**

Under the direct supervision of the Wastewater Operations Supervisor, the Wastewater Operator is responsible for operating and maintaining equipment at the wastewater treatment facility; maintaining infrastructure, assisting in gathering data, performing tests and generating reports; and performing other related functions as assigned or apparent.

*To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position. The Essential functions listed below are intended as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them if the work is similar, related or a logical assignment to the position.*

**ESSENTIAL FUNCTIONS OF THE JOB:**

- Monitors, operates, and maintains operations of the wastewater treatment facility.
- Monitors and maintains facility chemical dosages.
- Monitors and maintains start up, operation, and maintenance of all solids handling equipment.
- Performs wastewater quality lab tests and adjusts operations based on results.
- Records and maintains statistical data concerning plant operations.
- Performs data entry and minor clerical duties.
- Performs preventative and corrective maintenance of equipment in emergency and non-emergency situations.
- Participates in on-call rotation for wastewater utility.
- Assists with wastewater collection system maintenance, as necessary.
- Performs routine cleaning activities for the wastewater treatment plant.
- Attends regularly scheduled work hours and outside regular hours, as necessary.
- Effectively and respectfully communicates and interacts with other employees, supervisors, individuals from other organizations, and citizen customers.
- Participates in Professional Staff Development. Participates in training and educational opportunities to maintain and improve proficiency. Attends and participates in professional organizations. Associates with agents and departments from other cities and states to learn about and maintain professionalism.
- Performs other related functions as assigned or apparent to achieve the goals and objectives of the Public Works Department.

**EQUIPMENT USED:**

- Motorized vehicles and equipment including but not limited to back-hoe, front-end loader, dump truck, Vector truck, and skid loader.
- Pumps
- Blowers
- Computer system (SCADA for wastewater treatment plant)
- Lab testing equipment
- Two-way radio
- GIS

- Asset Management Software

**REQUIRED KNOWLEDGE AND ABILITIES:**

- Knowledge of wastewater system operations.
- Knowledge of chemical handling.
- Ability to operate equipment and follow safety procedures.

**MINIMUM QUALIFICATIONS:**

- High School diploma or equivalent.
- Possession of Class C Wastewater Operator’s License, or the ability to obtain the license within 6 months of hire.

**PREFERRED QUALIFICATIONS:**

- Two years of experience working with municipal wastewater systems or similar industrial facilities.
- Two year vocational college degree.
- Class B wastewater operator’s license or higher.

**CONDITIONS OF EMPLOYMENT:**

- Possession of a Minnesota Commercial Class B Driver's License with air brake and tanker certifications.
- Due to the need for a timely off-duty response to emergencies, this position is required to live (maintain a principal residence) within a 30-minute drive as measured to the corporate city limits of Fairmont as a condition of employment. The driving time is defined as driving under normal driving conditions and at not greater than posted speeds. Employee must establish this principal residence within one (1) year of appointment.

**WORK SCHEDULE:**

The typical work hours for this position are 7:00 a.m. to 4:00 p.m., Monday-Friday. Other hours and call duty may be required as assigned.

**WORK ENVIRONMENT/PHYSICAL DEMANDS:**

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.

This position requires the employee to work alone, with others and have contact with the public. Work may be performed indoors and outdoors and be exposed to dust, dirt, fumes, gases, chemicals, noise, excessive noise, vibration, infectious diseases, pressurized equipment, explosive material/equipment, burning material/equipment, and moving objects.

Activities that will **occur continuously**, reaching at shoulder level with the right, left and both shoulders at the same time; use of fingers and hands; handling; fine manipulating; use of right, left, and both feet at the same time; talking; hearing and seeing with near vision, far vision, depth perception, accommodation, field of vision, smelling; and carrying and lifting up to 10 pounds.

Activities that will **occur frequently**, problem solving, analytical ability, verbal communication, concentration, working with interruptions and time management, crouching; kneeling; climbing heights; reaching above and below shoulder level with the right, left and both shoulders at the same time; use of the sense of touch; seeing with color vision.

Activities that **occur occasionally**, written communication, interpersonal skills, organizational skills, creativity, bending/stooping; squatting; and pushing and carrying and lifting up to 24 pounds.

Activities that **occur infrequently**, crawling; carrying and lifting over 75 pounds.

*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.*

**ACKNOWLEDGEMENT:**

I have read this job description and fully understand the requirements set forth herein. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned. I further understand this job description does not constitute an employment contract with the City of Fairmont.

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Employee Signature

\_\_\_\_\_

Printed Name

\_\_\_\_\_

Date