



## POSITION DESCRIPTION WATER OPERATOR

**DEPARTMENT:** Public Works  
**FLSA CLASS:** Union, Non-exempt  
**REPORTS TO:** Water Operations Supervisor  
**SUPERVISES:** None  
**LAST REVISED:** September 12, 2022

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### **DEFINITION:**

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

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*To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skills, 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 to serve 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 INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:**

- Maintains water treatment plant distribution system tower/storage levels.
- Monitors and maintains plant chemical dosages utilizing the SCADA operating system.
- Performs water quality lab tests and adjusts operations based on results.
- Maintains and calibrates lab equipment.
- Records and maintains statistical data concerning plant operations.
- Monitors wastewater lift stations and reports any issues to the wastewater department.
- Performs data entry and minor clerical duties.
- Performs preventative and corrective maintenance of equipment in emergency and non-emergency situations.
- Relays emergency notifications and messages to other public works departments (wastewater, electric, streets, and parks).
- Performs routine cleaning activities for the water treatment plant.
- Performs physical and mental demands and work environment requirements for this position.
- 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 maintain and improve efficiency. 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 Services Department.

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**EQUIPMENT USED:**

- Portable pumps
- Chemical pumps
- Blowers
- Computer system (SCADA)
- Lab testing equipment
- Two-way radio
- GIS
- Asset management

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**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of water system operations.
- Mathematically inclined mindset and knowledge of chemical handling.
- Ability to operate equipment and follow safety procedures.

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**MINIMUM QUALIFICATIONS:**

- Two-year vocational college degree in Water Treatment and Operations or its equivalent. A combination of education and experience may substitute for the two-year degree.
- Possession of Class D Water Operator's License or the ability to obtain the license within six months of hire.

**PREFERRED QUALIFICATIONS:**

- Two years of experience working with municipal water/wastewater departments.
- Class C Water Operator's License or higher.

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**CONDITIONS OF EMPLOYMENT:**

- Possession of a valid Minnesota Driver's License or the ability to obtain one within 30 days of employment.

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**WORK SCHEDULE:**

The typical work hours for this position are 12-hour rotating shifts starting at 6:00 a.m. and 6:00 p.m., seven days a week.

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**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 occur continuously include 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; seeing with near vision, far vision, depth perception, accommodation, field of vision; smelling; and carrying and lifting up to 10 pounds.

Activities that occur frequently include 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; and seeing with color vision.

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

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

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*This 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 that this job description does not constitute an employment contract with the City of Fairmont.

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Employee Signature

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Printed Name

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Date