



Position Description **Wastewater Operator**

DEPARTMENT: Public Works
FLSA CLASS: Union, Non-Exempt
REPORTS TO: Wastewater Operations Supervisor
SUPERVISES: None
LAST REVISED: April 15, 2025

SUMMARY:

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, 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:

- Monitors, carries out, and maintains operations of the wastewater treatment facility.
- Monitors and maintains facility chemical dosages.
- Monitors and performs start up, operation, and maintenance functions 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 additional hours as necessary.
- Effectively and respectfully communicates and interacts with other employees, supervisors, individuals from other organizations, and citizen customers.
- Participates in professional development opportunities, including training and other educational events, to maintain and improve job proficiency. Participates in professional organizations and attends related meetings/events. Associates with agents and departments from other cities and states to learn about and maintain best professional practices.
- Performs other related functions as assigned or apparent to achieve the goals and objectives to achieve the goals of the Public Works Department.



EQUIPMENT USED:

- Asset management software
- Blowers
- Computer systems (SCADA, specifically)
- Geographical information systems (GIS)
- Lab testing equipment
- Motorized vehicles and equipment including but not limited to back-hoe, front-end loader, dump truck, vactor truck, and skid loader
- Pumps
- Two-way radio

REQUIRED KNOWLEDGE, SKILLS, 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
- Class D Wastewater Operator's License or the ability to obtain it within one (1) year of hire

PREFERRED QUALIFICATIONS:

- Two-year vocational college degree
- Two years of experience working with municipal wastewater systems or similar industrial facilities
- Class C Wastewater Operator's License or higher

CONDITIONS OF EMPLOYMENT:

- Possession of a valid Minnesota Class B Driver's License with air brake and tanker endorsements.
- The need for timely off-duty responses to emergencies requires this position to live (maintain a principal residence) within a 30-minute drive as measured to the corporate city limits of Fairmont. The time is defined as commuting under normal driving conditions in accordance with posted speed limits. The employee must establish this principal residence within one (1) year of hire.

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, around 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 include reaching at shoulder level with the right, left, and both arms 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, and field of vision; smelling; and carrying and lifting up to 10 pounds.

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

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

Activities that will occur infrequently include crawling as well as carrying and lifting over 75 pounds.

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.

Employee Signature

Printed Name

Date