OPERATIONS TECHNICIAN LEVEL I

Department: **Department of Public Works**
Division: **Water Facilities**
Appointing Authority: **DPW Director**

Grade: **T-1**
Revision Date: **11/19**
Bargaining Unit: **W**

Definition:

Performs responsible work of a routine and semi-skilled nature in the operation, repair and maintenance of a large Water Pollution Control Plant (WPCP), Water Supply & Treatment Facilities (WS&T), and water/wastewater pumping stations.

Supervision:

Works under the direct supervision of the Operations Supervisor and the policy direction of the Water Facilities Superintendent, works collaboratively with departmental personnel.

May be responsible for directing temporary or summer help..

Works independently within established procedures and policies.

Job Environment:

Work is done under typical WPCP or WS&T conditions indoors and outdoors. Work may be performed in adverse weather and environmental conditions; may involve working with hazardous substances including raw sewage, chemicals, substances, powders or fluids requiring adherence to safety and usage protocol; may involve electrical wires, testing and service requiring adherence to safety protocol; may involve mechanical testing and service requiring adherence to safety protocol.

Work conditions may involve walking and climbing over pipes, drains, pumping or disposal equipment; exposure to hazardous conditions; crouching, reaching, twisting, repetitive motion and carrying and lifting requiring some physical strength and endurance. Office setting work may include use of personal computers and standard office conditions.

Has intermittent contact with employees in answering questions, assisting in solving problems.

Errors in judgment and performance may result in damage to or loss of information, delay in or loss of service, possible monetary loss, or adverse legal consequences to the city as well as impact on employee morale, confusion and delay.

Errors in equipment operation, interpretation of data/instrumentation and changes in process control may cause legal or financial repercussions, damage to equipment or facilities, personal injury, injury to colleagues, danger to public health and safety.

Must drive self and/or equipment to job sites and locations as necessary.

Essential Functions:

(The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed and are representative of those that must be met by an employee to successfully perform the essential functions of the job. 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.)

Operates water, wastewater, sludge disposal and other equipment; oils and greases equipment; maintains and assists in the repair of pumps, filters, mixers, feeders, bar screens, intake screens, mixer blades, pumps, and clarifiers; performs any other duties related to the maintenance and repair of machinery and equipment used in water, wastewater and sludge disposal facilities.

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Collects samples and logs routine readings including chemical consumption data and other relevant data as assigned; performs routine laboratory analyses.

All other work as assigned that is logical to the position.

Minimum Qualifications: *Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the necessary knowledge and abilities is:*

Education and Experience:

One or more years of experience and familiarity with the operation methods, materials, equipment, and results required for a wide variety of problems in the particular type of work involved.

High School or trade school diploma required; or, a combination of education and experience that enables independent performance of all aspects of the position.

Knowledge, Ability and Skill:

Ability to communicate effectively orally and in writing; ability to establish and maintain effective working relationships. Must perform all aspects of job responsibilities with honesty and integrity; must work effectively and independently in situations where deviations and irregularities occur.

Familiarity with the operations, services and activities of a comprehensive wastewater treatment system; of the methods and techniques of operating maintaining and repairing wastewater treatment plant equipment; of the materials methods, practices and equipment used in construction and maintenance of wastewater treatment facilities; of the operational characteristics of wastewater treatment plant tools and equipment, including instrumentation and electronic equipment.

Familiarity with standards, laws, codes or regulations that affect operations and the principles and practices of record keeping and reporting; ability to use computers in a windows environment with 'user friendly' software to accurately and consistently record readings and other data as instructed; ability to retrieve and verify standard reports.

Physical Requirements:

Ability to read and understand meters, gauges, labels, or instructions; mechanical ability, aptitude and skill to perform maintenance and repairs; intermittent sitting, standing, stooping, crouching, walking, lifting of moderate to heavy objects, and using tools and equipment that require manual dexterity.

Work is performed in an environment with exposure to noise, chemicals and machinery with moving parts. Requires sufficient eye/hand coordination to perform semi-skilled repetitive movements. Tasks require sound and visual perception and discrimination and may include the use of protective devices.

Special Requirements:

Must have valid Class B (1, 2) license to operate a vehicle; possess a Grade 4 Municipal Wastewater Treatment Plant Operator's license from the Commonwealth; Must successfully pass CORI/ SORI checks; must have an acceptable driving record and be insurable under city's policy; must pass pre-employment physical and drug screen pursuant to the DOT Regulations. Overtime hours are required on alternating weekends and staggered holidays.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)

Approved:

Diana Lotorumeau
Human Resources Director

11/26/19
Date

Revision History: 10/02; 8/05; 7/10, 11/19

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