***Hyrum***



***Job Description***

**Title:** Water Reclamation & Collection Operator I **Code: 613**

**Division:** Operations **Effective Date:**  01/2024

**Department:** Water Reclamation **Last Revised:**

GENERAL PURPOSE

Performs a variety of **entry level, trainee duties related to** the operation and maintenance of the City’s sanitary sewer collection infrastructure, water reclamation facility and equipment.

SUPERVISION RECEIVED

Works under the general supervision of the Water Reclamation Director or Water Reclamation Assistant Director.

SUPERVISION EXERCISED:

None.

ESSENTIAL FUNCTIONS

**Treatment Facility:** Monitor the water reclamation facility (WRF) and make operational changes as needed; perform daily operation and maintenance of the city WRF; maintain plant grounds, vehicles, and buildings; maintain equipment including, screens, back-up generators, blowers, pumps, motors, membranes, and UV system; ensures proper conveyance of effluent water; ensures proper operation of all applicable equipment.

Operate heavy equipment for snow removal and to prepare and land apply biosolids; operate forklift for loading/unloading chemical, equipment and garbage removal; monitor and perform ongoing preventative maintenance of plant equipment, including greasing, adding oil, adjusting belts, replacing pumps and motors, chemical cleans and exercising valves; unclog pumps and pipe; operate machinery to ensure readiness and effectiveness of service, including dump truck, backhoes, track hoes, loaders, tractors, crane trucks, , forklifts, trash pumps, weed whips, and a variety of hand tools as needed to keep the WRF and the discharge of effluent running in an efficient and compliant manner.

Collects daily, weekly, and monthly grab and composite samples from various phases of the treatment process as required by the Division of Water Quality (DWQ) and for process control; creates a chain of custody; deliver samples; perform lab analysis; create reports; based upon lab results, assists to adjust process as necessary.

Responds to treatment emergencies such as power outages, pump and or blower failure, high flow levels and other issues; organizes and utilizes necessary resources, including staff and equipment.

**Collection & Field Operations:** Monitor the citywide collection system; performs maintenance of the city sanitary sewer collection system, including lift stations, manholes, yard, backup generators, and various pumps and motors; oversees and performs ongoing preventative maintenance, including, greasing, changing oil on pumps, replacing pumps and motors, unclogging pumps, etc. as needed to ensure efficient and effective delivery of raw sewage to the WRF.

Performs collection system, manhole and lateral inspections; CCTV, documents and maps collection system, lifts sewer lids, records pipe size, direction of flow and congestion status, determines need for cleaning or other maintenance; numbers the manhole; prepares and files inspection and cleaning reports.

Perform confined space entry to access manholes and collection system lines; performs maintenance and cleaning as needed while supported by specialized safety equipment; ensures proper set up and application of safety equipment calibrates, setup, and operate gas detectors for confined space entry; prepares confined space entry permit as required; assesses overhead, atmosphere and tripping hazards; ensures effective use of support harness and related equipment.

Responds to sewer emergencies; performs emergency repair services dealing with breaks, backups, and other issues; organizes and utilizes necessary resources, including staff and equipment, such as crane trucks and trash pumps as needed.

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**Pretreatment Functions**: Assists with various field duties related to pretreatment program compliance and reporting; ensures program requirements are met. Inspects various industrial sites as needed to monitor discharge into city collection system; carries out city monitoring and surveillance policies and procedures; performs all duties in compliance with guidelines and functions outlined by city policy and EPA related to sampling, field testing, inspections, and emergency response.

Participates in occasional inspections conducted by state and federal overseers; installs sampling equipment and assures the integrity of the sampling process, prepares, and delivers samples for analysis.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from high school or equivalent;

AND

B. Sufficient experience to demonstrate an aptitude and ability to perform essential functions;

OR

C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

**Some basic knowledge of** hazards and precautions associated with trench work and sewer line construction and maintenance; state and federal regulations governing installation and maintenance of sewer collection systems; water quality laws; water sampling methods and regulations; interpersonal communication skills; city wastewater operations system network, lines and manhole locations; typical wastewater line problems;; care of required tools and equipment; city policies and procedures; laws, ordinances and regulations governing wastewater purification and discharge; general laboratory processes and procedures; use of respirators; OSHA safety standards; computer and various applications, spreadsheet, database, word processing, etc.; basic bacteriology.

**Some Skill in** the operation of heavy mechanized equipment as required by the position, i.e., backhoes, track hoes, loaders, tractors, crane trucks, forklifts, trash pumps, weed whips, welding equipment, wheel loader, etc.

**Ability to** read and understand blueprint drawings, operation and maintenance manuals, plans and maps; demonstrate pipefitting and plumbing skills; adapt to emergency or unusual situations; tolerate weather extremes in the work place; communicate effectively, verbally and in writing; plan and organize work of subordinate personnel;; enforce policies, procedures, regulations, and standards without partiality; perform strenuous manual labor; develop working relationships with supervisors, co-workers and the public. Lift 75-100 lbs.

3. Special Qualifications:

None.

Must live within 15 Miles of the Hyrum City Office

Must have the ability to be on-call for a minimum of one week per month.

4. Work Environment:

Employees in this position normally work in an indoor and outdoor environment, subject to changing and seasonal weather extremes. Frequently, tasks require a variety of physical activities, generally involving muscular strain, related to walking, standing, stooping, sitting, reaching, lifting, balance, stoop, kneel, crouch or crawl;  must be able to lift 75 to 100 pounds, will frequently be lifting and/or moving 25 pounds daily; potential for hazardous exposure to chemicals, electrical shock, industrial wastes and raw sewage (containing pathogens such as typhoid, hepatitis A, dysentery, polio, , etc.);  daily exposure to moving parts and equipment such as pumps, motors, heavy equipment, etc.;  exposure to traffic hazards working in the public right-of-way; daily or regular exposure to hazards associated with confined space operations. Talking, hearing, and seeing essential to performing required job functions.   Common eye, hand, finger dexterity required.  Mental application utilizes memory for details, verbal instructions, emotional stability, complex thinking, and creative problem solving. Periodic travel required in normal course of performance.

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**Disclaimer**: In compliance with the ADA, reasonable accommodation will be considered, upon request, on a case-by-case basis during both the pre-employment process and to accommodate post-employment changes in employee physical abilities.  Accommodation decisions will be influenced by the need to prevent “undue hardship” to the city. The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **(Employee)**