



Job Description: Water Distribution/Wastewater Collection Operations Specialist

Job Code: 452

Location: Water Plant

Department/Division: Water/Wastewater

Reports to: Water Distribution/Wastewater Collection Superintendent

FLSA: Non-Exempt

Pay Range: 30

Definition: Under general direction and supervision performs routine maintenance and operation of water distribution and wastewater collection systems.

Essential Functions: (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class).

Tasks:

- Reads water meters, reports meters for repair.
- Flushes and maintains sewers; inspects and maintains sewer lift stations and fire hydrants.
- Locates underground utilities.
- Conducts service calls to turn water on or off for customers; delivers shut off notices; performs shut-off for delinquent accounts, work with contractors on new construction.
- Performs replacement of water meters; exercises water main and fire hydrant valves and meters and makes water main taps.
- Assist in water main repairs and collection pumps.
- Ability to safely operate equipment, including loaders, vac truck, and additional system equipment.
- Performs duties on call 24 hours a day for approximately seven (7) days per month, including weekends and holidays.
- Responds to on-call assignments for snow removal.
- Operate a variety of hand and power tools.
- Record operational data, meter and gauge readings on specified forms. ⊕
- Maintain, repair, and lubricate equipment, using hand tools and power tools.
- Clean and maintain vehicles and other work areas, using hand tools and power tools.



Knowledges, Skills and Other Characteristics

- Knowledge of EPA and state water and wastewater rules, regulations, practices, policies and procedures.
- Skill utilizing proper health and safety precautions when operating or working near heavy equipment, materials and supplies related to safe installation, maintenance, repair, and reading of meters, water, and wastewater systems.
- Basic knowledge of City distribution and collection systems.
- Skill in responding to water and wastewater emergencies.
- Skill in working in confined areas.
- Skill in establishing cooperative work relationships with those contacted in the course of work.
- Skill in working with heavy equipment.
- Ability to work outdoors in extreme weather.
- Ability to be on call twenty-four hours a day and seven days a week for one week a month.
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- Skills in oral and written communication.

Qualifications:

A high school diploma or GED, possess South Dakota Driver's License, be able to possess a South Dakota Commercial Driver's License; and any combination of education/training and experience equivalent to two years full time underground utility construction and/or meter reading and installation work. Ability to obtain a Class III Water Distribution and Wastewater Collection Certification within 24 months of eligibility.

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be an exhaustive list of all job duties performed by personnel so classified. Management reserves the right to revise or amend duties at any time. Job description does not constitute a contract.

Preemployment screenings may include, but are not limited to, the following: drug screen, criminal background, references, and physical exam/job function test.



Driver's license requirement:

- Essential
- Non-essential
- CDL required

Demand Description

Standing Stand for up to 3 hours at a time during routine maintenance tasks.
Walking Walk up to 5 miles total per day to access various areas of the system.
Sitting Sit to work at a desk for up to 2 hours at a time.
Lifting Lift up to 50-pound, remove manholes.
Carrying Carry 50 pounds, .
Pushing Push up to 100 pounds, open and close a variety of valves.
Pulling Pull up to 100 pounds, open and close a variety of valves.
Climbing Climb up ladders and stairs, lift station stairs.
Gripping Grip up to 40 pounds bilaterally to handle brooms, mops, and other various cleaning and hand tools.
Hand Coordination Hand coordination to write and operate telephone and keyboard.

Exposures

Source Description

Weather Required to perform essential functions outside under various weather conditions such as heat, cold, wind, and rain.
Uneven/Slippery Surfaces Required to perform essential functions on a variety of terrain as well as slippery surfaces.
Confined spaces and Trench Safety

Personal Protective Equipment (PPE)

- Safety-toed shoes.
- Hearing protection.
- Safety glasses.

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