

City of Cordova Position Job Description
Sewer/Water Operator I, II or Provisional Operator

SUPERVISOR: WATER/WASTEWATER SUPERINTENDENT
CLASSIFICATION: FULL TIME, OVERTIME ELIGIBLE, IBEW BARGAINING UNIT
HOURS: MON-FRI, 0700 – 1530; ON-CALL HOURS AS SCHEDULED

SUMMARY

The Sewer/Water Operator performs certification-appropriate work related to the operations and maintenance of Class 2 water and wastewater treatment facilities under the direction of the Division Superintendent.

GENERAL STATEMENT OF DUTIES

Operates, maintains, and monitors treatment plants, lift stations, chlorinators and associated systems to ensure compliance with State, Federal and local regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Operates and conducts preventive maintenance on water and wastewater facilities to include: chlorine generators and injectors, Ultraviolet (UV) reactors, Eyak Lake water treatment plant, surface water sources, and booster stations.
- Operates and maintains wastewater plant (dewatering building).
- Locates water services and performs basic repairs on water mains.
- Cleans manholes and sewer lines.
- Maintains lift stations and associated generators.
- Cleans and maintains water reservoir catchments.
- Maintains water services, shut-off and hydrant valves.
- Inspects and oversees the installation of new water/sewer lines.
- Reads water meters and performs lab duties in accordance with operational requirements.
- Conducts sampling duties in compliance with State and Federal regulations.
- Operates SCADA (Supervisory Control and Data Acquisition) system and analyzes associated data.
- Maintains fire hydrants with periodic flushing, by performing basic repairs, and by replacing parts equipment as necessary.
- Supervises seasonal employees performing manual labor on reservoirs, pipes, gabions, trails and manholes.
- Conducts inventory and maintains order of spare parts.
- Performs general housekeeping duties, building and grounds maintenance.

- Pursues initial, refresher or advanced state certification for water and wastewater, studying, accumulating necessary work hours and successfully completing required examinations.

MINIMUM QUALIFICATIONS

- A. S/W Operator II
 - a. Level 1 certifications: Water Operator, Water Distribution, Wastewater Operator and Wastewater Distribution. (All 4 required)
- B. S/W Operator I
 - a. Three (3) level 2 certifications in the above categories.
 - b. Must pass the final level 2 test within 9 months of hire.
- C. (Provisional) Labor/Maintenance II
 - a. Two (2) Level 1 provisional certifications in the above categories.
- D. (Provisional) Labor/Maintenance I
 - a. Must obtain two (2) Level 1 provisional certifications in the above categories within 12 months of hire.

PREFERRED QUALIFICATIONS

- A. Valid State of Alaska Class B Commercial Drivers' License (CDL).
- B. Experience operating or maintaining Class 2 water and/or wastewater treatment systems.

NECESSARY COMPETENCIES (KNOWLEDGE, SKILLS, ABILITIES, BEHAVIORS)

- C. Basic knowledge of computer operations.
- D. Skill in the safe operation of basic hand and power tools.
- E. Ability to read and understand written regulations, schematic diagrams and semi-complex instructional materials in the English language.
- F. Ability to accurately complete written work and testing programs in the English language.
- G. Ability to comprehend and follow safety rules and regulations.
- H. Ability to communicate with the public in a clear and courteous manner.
- I. Ability to understand and follow written/oral policies, procedures, and instructions.
- J. Ability to work with minimal supervision.
- K. Ability and willingness to quickly learn and put to use new skills and knowledge brought about by changing information, equipment, and/or technology.
- L. Ability to respond to emergency situations in a timely manner; ability to exercise good judgement in time-critical and emergent situations.
- M. Ability to maintain a positive work atmosphere by acting and communicating in a manner that is respectful and fosters teamwork.

LEGAL REQUIREMENTS

As a condition of employment, this position is subject to a pre-employment background and drug test prior to performing any CDL-related driving in accordance with FMCSA rules.

Once obtained, a valid Alaska Commercial Driver's License must be maintained for the duration of employment.

WORKING CONDITIONS

Work is performed outdoors, often in inclement weather. Work may result in handling and/or processing of hazardous material or exposure to chemical effuse or vapor. Work is physically demanding with periods of exertion. On-call hours as scheduled with advance notice. Infrequent work after hours to meet unscheduled demand.

PHYSICAL DEMANDS OF POSITION

Capable of bending and squatting. Capable of lifting and carrying up to 60 pounds. Capable of climbing ladders and working at elevated heights. Clarity of speech and sufficient hearing, with or without reasonable accommodation, which permits effective communication during interactions with other employees.

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this job description are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The omission of specific statements or duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.