

TOWN OF JAMESVILLE
JOB DESCRIPTION
WATER/WASTEWATER OPERATOR

GENERAL PURPOSE

Performs a variety of semi-skilled and skilled technical and maintenance work in the operation, maintenance and repair of water and wastewater treatment facilities and systems as required by North Carolina Department of Environmental Quality (DEQ).

SUPERVISION RECEIVED

Works under the close supervision of Jamesville Town Board appointed Supervisor.

SUPERVISION EXERCISED

None generally. May serve as a lead worker over lower level maintenance workers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

WASTEWATER SYSTEM DUTIES

Monitors the performance of all equipment, gauges and charts in the treatment plant and pump stations; records statistical data concerning plant operations; maintains, operates, repairs and replaces equipment as necessary; charts lab test results for trend analysis and maintains accurate records of analyses and test results; evaluates data and writes reports as required.

Operates, maintains and repairs malfunctions at the wastewater treatment plant; repairs gauges, pumps, filters and other controls and equipment.

Collects samples and identifies concentrations of chemical, physical or biological characteristics of wastewater required in accordance with local, state and Federal requirements; gathers and tests wastewater samples for plant efficiency reports as required. Performs quality control tests on lab equipment and lab analyses; evaluates procedures and results for accuracy and determines appropriate methods. Assures that plant operates within required standards.

Contains and disposes of hazardous wastes generated by the lab. Calibrates, modifies or repairs instrumentation and control equipment including recorders, flowmeter and other water quality monitoring equipment.

Performs required labor involved in construction and maintenance projects as part of a crew, pavement cutting, ditch digging, line cleaning, main and pipe repair, laying and backfilling.

Determines the locations of wastewater lines from the appropriate sources prior to excavation. Responds to complaints regarding the wastewater plant or system, evaluates situation; explains findings to supervisor.

WATER SYSTEM DUTIES

Inspects and/or repairs chlorine machine and other water treatment equipment, pumping stations, wells, meters, and other elements of the water supply and distribution systems at frequent intervals to insure that all aspects of the systems are functioning properly. Assists in maintaining water quality by taking water samples and maintaining proper operation of water treatment equipment. Maintains a variety of records relating to inspections, DEQ, maintenance activity, water supply, treatment, consumption, etc. Determines the locations of water lines from the appropriate sources prior to excavation. Responds to complaints regarding water leaks, pressure loss or no water; evaluates situation; explains findings to supervisor. Contacts residents and business owners in area where services will be discontinued and explains when services will be shut off and how soon it will be turned back on.

Insures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use. Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to supervisor; cleans equipment. Performs all duties in conformance to appropriate safety and security standards.

Performs required labor involved in construction and maintenance projects as part of a crew, pavement cutting, ditch digging, line cleaning, main and pipe repair, laying and backfilling. Make water service connections to water mains, including line tapping and valve installing. Cuts, fits, lays, repairs, taps, cleans and flushes water mains, pipe, gates and fittings on repair of mains and services and installation of services, fire hydrants and assists in shutting off broken sections of water mains.

Assists in the training of lower level employees to increase their skills in the maintenance, construction and repair of water facilities. Services water supply and other pumps; flushes hydrants. Operates a variety of power construction and maintenance equipment used in the water department.

PERIPHERAL DUTIES

Monitors performance of electrical systems, circuits or equipment of the treatment plant. Assumes the responsibilities and duties of the Public Works Director in his absence.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

- (A) Graduation from high school education or GED equivalent and
- (B) (2) years' experience related to construction, maintenance and repair
- (C) Any equivalent combination of education and experience.

Necessary knowledge, Skills and Abilities

- (A) Working knowledge of equipment, facilities, materials, methods and procedures used in wastewater treatment plant maintenance and operation activities; working knowledge of laboratory procedures and practices.
- (B) Skill in operation of some of the listed tools and equipment.
- (C) Ability to perform process control calculations; ability to work safely; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, other departments and the public; ability to understand and carry out written and oral instructions.

SPECIAL REQUIREMENTS

- (A) Valid North Carolina Driver's license.
- (B) North Carolina Water – B well, Grade II Wastewater, Collections and B Distribution Licenses, or the ability to obtain them within the scheduling of classes and testing as required by NCDEQ.
- (C) Conduct the necessary weekend checks of the treatment plant on a rotating basis.
- (D) Assist in the performance of regular and unscheduled maintenance and repairs on all plant equipment and machinery.
- (E) 24 hour, seven days a week on call emergency response and breakdowns at the plant and pump stations.

TOOLS AND EQUIPMENT USED

Motorized vehicles and equipment, including pickup truck, saws, backhoe, power moles, pumps, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, personal computer, phone and a variety of lab equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand. The employee is occasionally required to walk; talk or hear; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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. While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions. The employee is exposed to raw sewage on a daily basis.

The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, risk of electrical shock, and vibration. The employee is frequently exposed to toxic or caustic chemicals. The noise level in the work environment is usually moderately loud.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required. The duties listed above are intended only as illustrations of the various types of work that may be performed. 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. The 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.

PUBLIC WORKS

The Public Works Department delivers services such as street maintenance and construction, street cleaning, sidewalk construction and maintenance, sanitation services, brush and leaf collection, curb and gutter construction, storm drainage and right-of-way maintenance, and cemetery maintenance and burials.

Water/Wastewater Operator(s), in addition to operator duties and responsibilities, will provide the following services listed below, but not limited to:

- Meter reading for up to 190 customers.
- Shut off water customers for non-payment
- Turn on water customers after the Town has received payment;
 - Customers that pay before 2:00pm will be turned on same day.
 - Customers paying after 2:00pm are not guaranteed same day service (Note: every effort will be made to restore service to the customer, but no guarantee on returned same day service.)
 - After hours restores will be billed separately. (We recommend town invoice customer.)
- Operation and preventive maintenance of storm sewer
- Cleaning of storm sewer as needed
- Mow grass at locations currently being mowed at this time.
- Mow cemetery and right-of-way grass per seasons, on average every two weeks April through October, with special attention to holidays. Opening and closing graves is not included
- Marking cemetery grave sites. Opening and closing graves provided by others
- Pothole repair
- Removal of dead animals from Town owned streets – within town limits
- Spray for weed control
- Replace street signs
- Loose leaf and limb pick-up, weekly October through January, other times as needed.

- Bulk goods pick-up provided as requested by customer.
- General maintenance of Town facilities and building not requiring licensed contractor

A RESUME WILL NOT BE CONSIDERED IN DETERMINING YOUR QUALIFICATIONS FOR THIS POSITION.

The selection process will consist of a Board of town commissioners' interview with the selected candidate being subject to a pre-employment drug screen, background check and driving history check.