



Department:	Water
Supervisor:	WW Superintendent
Union Status:	Union
FLSA Status:	Hourly
Grade:	5
Revision Date:	January, 2025
Prepared by	Human Resources

Job Description - Position Title: Water/Wastewater Operator

Primary Objective of Position

Responsible for the operation and maintenance of the city water treatment and distribution system; and wastewater collection and treatment system. Work involves responsibility for performing a variety of manual and mechanical tasks in repairing and replacing pumps and meters, inspecting, and flushing of mains, and operating motorized equipment. Work also includes performing standard samples and recording and reporting results.

Essential Functions of the Position

1. Is responsible for and handles all day-to-day operations of the Water/wastewater systems. Employees in this position operate chemical feeding and treatment equipment, control panels, pumps and air compressors. Maintain technical and detailed operating records and prepare summary of operating and activity reports.
2. Inform the Water Department Superintendent of any major problems or potential problems noticed.
3. Provides input to the Water department Supervisor in the preparation of budgets and capital improvement plans.
4. Maintains and repairs sewer lift stations; checks pumps and motors; cleans bar screens; reads meters; packs pumps and general maintenance.
5. Operates water filtration plant and wastewater disposal system; takes samples, performs standard tests, records result, prepares and submits related reports.
6. Operates and maintains well houses, pumps, water towers, and reservoirs. Replaces and repairs fire hydrants; inspects and repairs manholes; installs, replaces and repairs water meters; flushes hydrants and sewers, cleans and maintains lift stations.
7. Inspects, repairs, fills and drains municipal pool; winterizes city park water and sewer systems; assists other public works crews with snow removal and similar seasonal emergencies or general maintenance work.
8. Responds and takes corrective action for emergencies such as water main breaks, alarms and sewer backups. Must have the ability to be on call on a rotation basis.

Essential Functions of the Position (Continued)

9. Operate and maintain City Park water and sewer system bathrooms, drinking water and sewer system. Including drinking fountains and sprinkling systems. Winterizing all parks, zoo and campground.
10. Operates light and heavy trucks and equipment related to work.
11. Must have working knowledge of how to operate a computer.
12. Attends meetings and training for water and wastewater operators for continuous education.
13. Regular, reliable attendance during scheduled work hours and outside regular hours as necessary.
14. Responsible to work overtime, shift changes, or be on call as necessary or assigned.
15. Maintains effective working relationships with other employees and the public.
16. Performs other related work as required.

Requirements:

- **Minimum qualifications include** High School Diploma and prefer associate's degree in construction Trades, Auto Mechanics, Plumbing or related field. Experience in water and wastewater treatment operations and/or wastewater collection and treatment operations preferred.
- Must have certification or work progressively towards certification within 1 year as a Wastewater Treatment Facility Operator at a Class "D" level by the MPCA. Candidates also need certification or work progressively towards certification within 1 year as a Water Supply System Operator at a Class "D" level by the MN Department of Health. For this position a minimum of a Class B driver's license or CDL is needed and must be obtained within 6 months of hire.
- Excellent mechanical abilities are necessary and include mechanical, electrical, and pneumatic repair skills as they relate to water and wastewater collection and distribution systems. Must have good oral and written communication skills to maintain detailed operating records, prepare summary of operating activity reports and also to deal with requests and complaints from customers.
- Knowledge of occupational hazards of the work and necessary safety precautions are helpful. Some knowledge of water chemistry would also be helpful. Ability to perform standard tests efficiently and accurately. Ability to locate leaks and other malfunctions in water or sewage services and to decide on practical methods of repair. Must have skills in the operation of equipment and tools associated with the work
- History of safe work habits and clean driving record.

Physical Requirements

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of the job.

Requires incumbent to:

- Work inside, outside, in confined spaces, on uneven ground, underground, on slippery surfaces.
- Work alone, with others, around others, and have contact with the public.
- Must have the ability to work in an outdoor environment with varying weather conditions. Needs to have the ability to work in small space environments as well as be able to work with and around irritants, fumes, and hazardous chemicals.
- Must be able to use both fine and large motor skills to perform tasks requiring manual dexterity, including working at heights over 10 feet, and to be able to lift equipment, hand tools and supplies weighing up to 75 lbs. Must be able to stand walk, or operate a vehicle, sometimes for a long period of time. Ability to operate a telephone or radio for work calls. Ability to crouch or stoop during the workday sometimes in adverse weather conditions.

May be exposed to:

- Noise.
- Travel.
- Threatening environment.
- Bodily injury.
- Hazardous materials.
- Pressurized equipment, moving objects.
- Heat, extreme heat, cold, extreme cold.
- Wetness, humidity, marked changes in temperature or humidity.

Activities that occur continuously (Over 70% of the time in a typical week; continuous).

- Walk
- Stand
- Sit
- Bend or Stoop
- Kneel or Squat
- Lift or carry less than 10 lbs.
- Exposed to toxic/caustic materials.
- Exposed to fumes or airborne particles.
- Exposed to driving on street.
- Exposed to wet conditions.
- Exposed to moving mechanical parts.

Activities that occur frequently (45% - 70% of the time in a typical week - frequently).

- Working in cold weather.
- Working in hot weather above 90.
- Exposed to bloodborne pathogens.

- Exposed to annoying odor.
- Exposed to sickening odor.
- Exposed to grease/grime.
- Exposed to slippery conditions.
- Work with high detail.

Activities that occur occasionally (15% - 45% of time in a typical week; occasional).

- Lift or carry less than 11-25 lbs.
- Exposed to machine tools.
- Some mental effort and stress are involved resulting in frustration.
- Work with moderate detail.
- Work with moderate deadlines.
- Work with high deadlines.

Activities that occur intermittently (Intermittent - Less than 15% of the time in a typical week (one per week or less)).

- Climbing.
- Work with arms above shoulder.
- Lift or Carry 26-60+ lbs.
- Lift, carry, push, pull over 60 lbs.
- Keyboarding.
- Repetitive movement.
- Exposed to grease/grime.
- Exposed to high, precarious spaces.
- Exposed to risk of electrical shock.
- Inability to leave workstation.
- Exposure to angry public.
- Exposure to offense language.
- Limited mental effort and/or stress.
- Considerable mental effort and stress.
- Work alone.

Job Location/Equipment Utilized

- Water Plant
- Pickup trucks.
- Vactor/Jetter.
- Digger truck.
- Skid steer.
- Backhoe.
- Payloader.
- Dump truck.
- Televising equipment.
- Chop saw.
- Worker packer.
- Weed sprayer.
- Mower.

Conditions of Employment

- This position requires the use of a personal vehicle or City vehicle while conducting City business. Individuals must be physically capable of operating a vehicle safely and must possess an appropriate, valid Minnesota Driver's License. For this position a minimum of a Class B driver's license is needed and must be obtained within 6 months of hire.
- Obtain a Water Operator certification within 2 years of hire.
- Obtain a Waste/ Water Operator certification within 2 years of hire.
- Must comply with organizational and department policies.
- Must live within 20 minutes of the Water Department for on-call residency requirement purposes.
- Must have the flexibility to be on-call at least one time per month 24/7 for 7 consecutive days.

This position description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the city and requirements of the job change.

The City of Redwood Falls is an Equal Opportunity Employer in compliance with the Americans with Disabilities Act. It will provide reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.