



270 North Clark Street – Powell, Wyoming
82435 (307) 754-5106 – FAX (307)
754-5385

WATER / SANITATION UTILITY OPERATOR I POSITION

The City of Powell, WY is seeking Water / Sanitation Utility Operator I. Performs a variety of working level skilled duties related to the City of Powell's Water/Wastewater operation as well as Sanitation operation. Must be able to work on-call and 24 hour stand-by. Candidate must have high school diploma or GED and possess a valid Class "B" Commercial Driver License (CDL) with air brake and tanker endorsement. Preferred candidates will have one year of experience. The City of Powell is an E.O.E. and drug free agency. **Filing deadline, 5 p.m., Friday, February 23, 2018.** For online application and complete job description: www.cityofpowell.com

Send application and resume to: City of Powell

Attn: Water/Sanitation Vacancy
270 North Clark, Powell, WY 82435
Ph: 307-754-5106

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February 20, 2018

City of Powell

Job Description



Title: Water / Sanitation Utility Operator I	Code: 1013
Division: Operations	Effective Date: 06/2015
Department: Water Systems / Sanitation	Last Revised:

GENERAL PURPOSE

Performs a variety of **working level performance level skilled duties** related to the construction, installation, maintenance and repair of city water systems, including water supply, water distribution, wastewater collection, and wastewater treatment; and a **variety of working level skilled tasks** in the operation of rear load recycle and one-man automated collection vehicles for transport, deposit of recyclables at the transfer station and assists in weed and pest operations.

SUPERVISION RECEIVED

Works under general supervision of the Water Systems Superintendent or Chief Water Systems Operator and the Sanitation Superintendent or Sanitation Foreman.

SUPERVISION EXERCISED

None

ESSENTIAL FUNCTIONS

Water Supply: Operates various types of heavy equipment such as trucks, backhoe and trenching equipment; performs installation or repair of water service connections, water lines and meters; repairs or replaces fire hydrants and water meters; repairs water mains; cleans and maintains storage tanks; connects and disconnects service; uses leak detection equipment to locate water line leaks; assists in placement of pipe and water regulators; removes, disassembles, cleans or replaces defective parts of regulators, adjusts automatic valves as needed to assure efficient water line service.

Installs and repairs new water lines using various power equipment and tools, pipe threader, tapping machine, pipe cutting saw, etc; makes road cuts; operates a variety of hand tools and small power equipment such as jack hammers, compressors, packing machine, tamper, tapping machine; cleans tools and equipment to assure proper working order.

Maintains pump equipment; repairs water/booster pumps; removes and disassembles pumps; cleans and replaces defective parts, lubricates bearings and adjusts packing.

Monitors city water well storage levels; assures proper operation of telemetering/scada equipment; adjusts water levels as needed.

Participates in work zone safety procedures; flags oncoming vehicles to protect the public and workers; sets up warning signs and signalization equipment.

Wastewater Collection: Conducts daily manhole surveys to check for damaged lids and rings; operates a variety of hand and power tools and equipment as needed to install, maintain and repair manholes, grates etc.; replaces or resets manholes as needed to bring them up to road grade; may perform as a safety flagman during roadway operations.

Travels town collection system routes to monitor line condition; observes system flow, takes flow meter readings and removes debris and obstructions to prevent line back-ups and property damage.

Observes connection operations to assure compliance with established methods and procedures; may issue stop-work orders based upon compliance; monitors collection line system to prevent illegal or unauthorized connections, tampering or dumping and initiates corrective action.

Operates heavy equipment; dump truck, front-end loader, backhoe, JetVac high pressure sewer cleaning vehicle, etc.; digs trenches, transports materials and waste.

Wastewater Treatment: Assists in the operation of the wastewater treatment system; may assist with sludge processing and removal; checks and assures that all stages of the waste water treatment processes are maintained in proper working condition including, screens, lift station, primary ponds, finishing ponds, etc.; periodically checks pumps, flow, and mechanical processes.

Performs a variety of working level technical duties related to the operation, maintenance and repair of treatment process equipment to assure efficient processing of influent raw sewage.

Monitors quality of wastewater effluent water; tests and samples water using prescribed instruments and methods; prepares various reports documenting test results.

Sanitation Operation:

Learns recycling collection routes; operates rear load recycle collection trucks in collecting, transporting, depositing and baling recyclables at transfer station; drives assigned routes performing residential and commercial collection services. Acts as a relief driver operating one-man automated garbage trucks in collecting and transporting refuse; drives assigned routes performing residential and commercial collection services; and operation of the City owned transfer station.

Performs general and routine maintenance on assigned vehicles; conduct regular safety and operational inspections of the vehicle.; assures proper fluid levels; performs various lubricating tasks as needed to assure proper operation; performs light mechanical repairs and tire changes; schedules complex maintenance with city shop.

Assists to assemble and maintain dumpsters.

Assists with weed and pest operations as needed; travels city alleyways and removes various collections of resident refuse, including tree chipping and other discarded materials.

Performs other duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from high school; or GED
- AND
- B. One (1) year experience performing above or related duties;
- OR
- C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Some knowledge of operating basic manual and power tools; the standard practices, methods, materials and tools necessary for pipe line construction and repair activities; pipe fitting procedures, pipe classifications and type; the occupational hazards and safety precautions of trench work construction and pipeline maintenance work; hazards common to heavy equipment operation; drain system construction methods etc.; interpersonal communication skills.

Working knowledge of the principles and techniques of truck and heavy mechanized equipment operations; hazards and safety standards common in truck and heavy equipment operation, maintenance and repair.

Skill in operation of trucks and complex equipment.

Ability to operate trucks and various kinds of heavy or complex equipment; perform strenuous labor for extended periods of time under varying conditions; follow instructions; establish effective working relationships with co-workers, supervisors and the general public; communicate effectively, both verbally and in writing; work from blueprints; tolerate weather extremes in the work environment; ability to perform basic mathematical computations in reading and using various meters, gauges and related devices.

3. Special Qualifications:

- Must possess and maintain a valid Wyoming Class "B" Commercial Driver License (CDL) with air brake and tanker endorsement.
- Must be trained in flagging and confined spaces.
- Must obtain operator level 1 water/wastewater certification in two years.
- Must be able to work on-call and 24 hour stand-by upon training.
- May be required to pass ICC physical and maintain medical certificate.
- May be required to be or become HAZMAT certified.
- May be required to have a Wyoming Weed & Pest Commercial Applicator License

4. Work Environment:

Work is typically performed outside with frequent exposure to temperature changes, dust, fumes, moving parts and weather conditions. Tasks require variety of physical activities, generally involving muscular strain, related to walking, standing, stooping, sitting, and reaching. Talking, hearing and seeing essential to performing required job functions. Common eye, hand, finger, leg and foot dexterity required. Constant travel required in job performance. Some daily aspects of the job pose threats or hazards capable of producing severe physical injury. Exposed to offensive odors and may be exposed to toxic or hazardous materials and chemicals, as well as, to disease carrying organisms. Mental application utilizes memory for details, verbal instructions, emotional stability and discriminating thinking. Regular operation of trucks and complex equipment under low light conditions.



Disclaimer: 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)