

JOB DESCRIPTION

POSITION:

WATER AND WASTE WATER SYSTEMS OPERATIONS AND MAINTENANCE POSITION

REQUIREMENTS:

The requirements are as follows: strong work ethic must have a valid Class “B” Commercial Drivers License or be able to obtain a Class “B” CDL within 6 months, random drug and alcohol tests are required, and the driving record must be acceptable to the Districts insurance carrier, must obtain a State of Maine Class III Water System Operators License. Must possess a high school diploma or equivalent. Must be able to be on time for work each morning. Must be physically capable of lifting and working with equipment and machines used in the water works and wastewater industry. Must be willing to work overtime when necessary, including weekend duty and working emergency calls as required. Must have permanent residence within a 20-minute travel time of the Districts office. Must be able to follow oral and written instructions. Must be able to convey oral and written instructions. Fill out daily reports, have a neat and clean appearance, be able to work well with fellow employees and customers. Must be able to evaluate records to verify optimum Water Treatment Water Distribution and Waste Water operations. Must be familiar with and be able to operate safety equipment and its use for the Water and Wastewater fields. Lab work as required for water treatment, reporting and maintenance of treatment process.

Knowledge, skill, dexterity, and ability to operate equipment and machinery used in the Waterworks and Sewer industry. Such as but not limited to, earth moving and excavating equipment, air compressors, tapping machines, pumps, air tools, pipe saws, compacting equipment, hydraulic cutters, pipe thawing steam generators, portable electric generators, sewer rodding and jetting machines, air changing pumps, pipe locating equipment, and hand levels and transits. The person should have a basic knowledge of pumps, pumping stations, controls, and how to read recording charts. Be familiar with materials and appurtenances used in the water and sewer industry such as but not limited to hydrants, valves, pipe, thrust blocks, pumps, repair procedures of leaking pipes, and pressure gages. Must know how to install, read, rebuild, repair and test a water meter and remote. Must understand back flow prevention devices and be able to install, test, and repair all backflow prevention devices.

Must be able to read a Blue print and utility location sketches. Must have leadership skills sufficient to carry out all applicable projects to an economical and timely completion. Will be required to assist with interviewing applicants for laborer positions. Must be able to train new laborers and operations foreman as needed.

RESPONSIBILITIES:

The responsibilities are as follows:

- Responsible for all Slow Sand Water Treatment Plant Operation and Maintenance on a rotating schedule.
- Responsible for keeping Water Treatment Plant in Compliance with all applicable rules on a rotating schedule.
- Supervise employees when required.
- Keep working at all times on current treatment plant projects or repairs

RESPONSIBILITIES (CONTINUED):

- After hours and weekend duty as required by scheduling.
- Calibration of test Equipment
- Performing all required water quality testing
- Sample Collection
- Handling Chemical Deliveries
- Handling emergency calls.
- Keeping up to date on utility methods of operation.
- Efficiently managing time
- Keep vehicles and equipment neat and clean at all times.
- Keep a neat and clean appearance at all times.
- Keep tools clean and organized at all times.
- Prepare tools for the days work.
- Effective operation and maintenance of a Slow Sand Water Treatment Plant and water distribution system.
- Effective operation and maintenance of a sewer collection system, and wastewater pump stations.
- Direct responsibility of safety on the job
- Being able to use and demonstrate the use of all applicable safety equipment.
- Attend and implement safety training at the Treatment Plant as required by Dept. of Labor.
- Observe all operations report any discrepancies to the Superintendent and repair.
- Fix minor problems as found
- To offer suggestions to improve and /or make operations more efficient and/or more effective.
- Follow instructions of the Supervisor at the Water Treatment Plant. and all other work activities.
- To maintain work progress on the job site without supervision.
- Perform routine building maintenance
- Perform routine preventive maintenance of equipment
- Work with Supervisor and staff to improve the systems operated by the District
- Participate in Training courses as offered.
- Hold and maintain a State of Maine Class III Water System Operators License
- Meet all job requirements
- Other Duties as Assigned

Reports to the Superintendent or project supervisor for Water Treatment Plant Operations.

Reports to the Foreman during all other work activities.