

**JOB TITLE: Water Operator I**

**ORGANIZATIONAL RELATIONSHIPS:**

**Reports to: Water/Wastewater--Superintendent**

**PRIMARY FUNCTIONS:**

Performs a variety of essential duties in the supply of water and in the operation of the wastewater treatment and collection system to meet all applicable governmental standards.

**REQUIRED EDUCATION/KNOWLEDGE:**

Requires a high school diploma or equivalent with some course work in biology or chemistry being helpful. Should be actively pursuing appropriate Maryland licensing requirements in both water treatment and wastewater handling while meeting temporary requirements. Shall complete such requirements on a schedule as permitted by MDE. Attends appropriate in-service courses, when available, to remain certified. Assists with the Spray Field Operation as needed.

Duties may include a variety of tasks involving physical labor. Employee must be aware of his/her personal physical capabilities and limitations including, but not limited to, all-weather outdoor activities, repetitious tasks and lifting of heavy objects. Employees are expected not to exceed their abilities or limitations.

**DUTIES:**

**A. Water Supply**

1. Monitors the operating status of water pumping stations, spring and well sites, water storage tanks and emergency generators, including daily flow monitoring and weekly well depths and spring overflow reporting.
2. Performs scheduled testing (daily, weekly, monthly, and annually) of water for pH, chlorine residual, alkalinity, turbidity or other tests as necessary.
3. Advises the Water/Wastewater Superintendent of inventory and supply needs.
4. Makes or assists in repairs to pumping or well equipment.
5. Works as an operator on a shift; will be required to perform weekend and/or holiday duty on a rotational basis.
6. Works on a 24-hour "on-call" status to handle water-related emergencies.
7. Makes or assists in repairs of water leaks, main breaks, etc.

**B. Wastewater**

1. Monitors the operation of the Town's pumping stations and performs maintenance on pumps, cleaning of wet wells and minor repairs. Assists in the daily operation of the Wastewater Treatment Facility.
2. Obtains information regarding characteristics of wastewater to be treated.
3. Assists in the daily operation of the Spray Fields as needed.
4. Performs scheduled testing (daily, weekly, monthly, annually) of wastewater for pH, D.O., BOD<sub>5</sub>, TSS, Sett., and any other tests related to the performance of the plant as necessary.
5. Works as an operator on a shift; will be required to perform weekend and/or holiday duty on a rotation basis.
6. Works on 24-hour on-call status to handle emergencies regarding wastewater treatment.

**C. General**

1. Performs maintenance on Department of Public Works sites and facilities as necessary.
2. Advises contractors of existing line locations in the absence of the Water/Wastewater Superintendent.
3. Reads water meters for quarterly billing periods and final reads for settlements.
4. Assists in plowing snow during inclement weather.
5. Assists in the periodic flushing of hydrants.
6. Works a 40 hour work week with normal hours from 7:30 a.m. to 4:00 p.m. with an assigned 30-minute lunch break; may be, on occasion, required to perform weekend testing which time shall be adjusted in the following weekly schedule at the direction of the Superintendent.
7. Performs other related duties as assigned by the Water/Wastewater Superintendent or Director of Public Works.
8. As the need arises, may be required to perform maintenance on department of Public Work Sites and facilities as directed by the Water/Wastewater Superintendent or Director of Public Works.
9. Shuts off/on water service(s) for Emergencies, Failure to pay bill or other related reason.
10. Will Repair/install defective water meters.
11. Will be responsible for maintaining Chemical inventory at water pumping stations.

12. Assists in the appearance and cleanliness of all water pumping stations and water storage tanks both interior and exterior. Including all waste water facilities. Tasks will include but not limited to grass mowing, trimming, painting, sweeping, mopping, etc.
13. Performs all tasks including the operation of town vehicles and equipment in a safe manner and will observe safety precautions, rules, and regulations. Will attend town staff safety trainings.
14. Will be versed on the operation of the SCADA/Telemetry system as it relates to the operation of the water and wastewater systems.
15. Will be versed in the operation of the Town Utility GIS system.
16. In order to keep the Town of Manchester a safe and healthy community will report any code violations to Town Hall, such as but not limited to, tall grass, trash and debris, untagged vehicles and nuisances.
17. May, as the need arises, be required to complete emergency utility locations.
18. Will report any suspicious activity on property owned by the Town of Manchester or not to Law Enforcement.
19. Will report any destruction of property of town equipment or facilities to Law Enforcement.
20. Will assume the responsibilities of any water or wastewater operator as directed by the Water/Wastewater Superintendent or their designee should the need arise.