



**CITY OF MILES CITY**  
**Position Description**

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| Last Revised: | 12/08/2016 |
| Effective:    | 04/2008    |

**CERTIFIED WATER/WASTEWATER PLANT OPERATOR**

**DEPARTMENT:** Public Utilities Department

**ACCOUNTABLE TO:** Plant Supervisor

**SUMMARY OF WORK:** This position performs the daily operations and maintenance of the Water and Wastewater Plants and Lift Stations.

**JOB CHARACTERISTICS:**

This position performs operational and maintenance duties requiring attention to detail, accuracy, timeliness; working with hazardous chemicals and in confined spaces; operating heavy equipment; working with high pressures and voltages; and under extreme weather conditions. This position requires strenuous physical labor, daily monitoring, lifting heavy bags, repairing and maintaining the Water/Wastewater Treatment Plants and Wastewater Lift Stations. This position provides monitoring the City's drinking water and wastewater which requires attention due to the consequences on the public's health if done incorrectly. This position requires maintaining confidentiality of sensitive information.

**AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:**

**Repair and Maintenance:** Perform preventative maintenance duties; and/or make process control changes as directed by the Plant Supervisor. Monitor plant performance and make adjustments necessary to ensure optimum performance; keep accurate records and files of plant performance and water quality; keep accurate records and files of equipment maintenance and repairs; and be in charge and responsible of the treatment plant in the supervisor's absence.

**Purification and Treatment:** Maintain the treatment of the City's drinking water in accordance to Standard Operating Procedures; and maintain the treatment and disposal of City wastewater in accordance to standard operating procedures.

**Lift Stations:** Make daily inspections of all lift stations; perform various preventative maintenance functions as directed by the plant supervisor. Follow standard safety procedures during lift station inspections; and assist in the construction of new lift stations.

**Quality Control:** Perform all laboratory and sampling activities according to standard procedures; maintain accurate records and files on all lab processes and adhere to all standard lab

safety procedures; maintain an inventory of all lab materials; obtain samples at various points in the water distribution system and at various points throughout the treatment plants; ensure samples mailed to other labs are properly handled and packaged; and perform other related duties as required.

**JOB REQUIREMENTS:**

**Knowledge:** This position requires knowledge of the operation and maintenance of all departmental machinery and equipment, State and Federal Codes and Regulations in water quality and wastewater treatment practices and procedures, and Standard Operating Procedures.

**Skills:** This position requires skills in the operation and maintenance of heavy machinery and equipment, laboratory sampling, and safety procedures.

**Abilities:** Communicate effectively orally and in writing; establish effective working relationships with fellow employees, supervisors, and the public; exercise good judgment; follow established procedures; make accurate recordings and testings; handle emergency situations; available for 24 hour emergency service; lift up to 70 pounds and perform strenuous physical labor.

**EDUCATION AND EXPERIENCE:**

Minimum Qualifications:

High School Diploma or GED with college level course work in chemistry, mathematics, microbiology and physics preferred.

Valid Montana Driver License.

Meet qualifications for coverage by the City's insurance carriers.

**Special qualifications:**

Certification by the State of Montana to operate water and wastewater treatment plants or ability to obtain certification in a reasonable time.

**JOB PERFORMANCE STANDARDS:**

Quality

Productivity/Independence/Reliability

Job Knowledge

Interpersonal Relationships/Cooperation/Commitment

Attendance

Adherence to Policy

Overall Performance

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_