

ASSISTANT CERTIFIED PLANT OPERATOR

JOB SUMMARY

This position performs a variety of work associated with the operations of the public works department, storm water, water and wastewater utilities.

DESCRIPTION OF WORK:

Distinguishing Characteristics of the Class

The responsible work of this class involves performing a variety of routine, technical, and skilled tasks for the Department of Public Works. The work includes monitoring utility operations, maintaining and repairing related facilities and equipment, providing customer service to utility users and work associated with the duties of crewperson III. The incumbent works under the general supervision of the Utility Operations Manager.

Examples of Work

NOTE: This listing of typical duties is intended to be illustrative only and does not include all of the tasks performed by the position.

- Reads meters, turns on and shuts off services, and responds to customer problems or complaints.
- Inspects, tests, operates and maintains water wells, pumps, valves, reservoirs and towers.
- Maintains, and repairs water plant equipment, mains, and hydrants.
- Replaces, tests and rebuilds meters and meter equipment.
- Collects and tests water samples.
- Keeps operational, inventory, and maintenance records.
- Operates and maintains wastewater lift stations, booster pumps, generators, and metering stations.
- Assists with checking for illegal cross connections, with the planning and execution of clearwater elimination programs, and with system planning and engineering.
- Performs duties of certified water operator in his/her absence, and other related duties as required.
- Operates tractors, backhoes, graders, patrol trucks and other related construction equipment.
- Does general excavation associated with construction, maintenance, and repair of streets, storm sewer, sanitary sewer and water lines.

Working Conditions

Works in normal shop setting and under field conditions; overtime required; subject to 24-hour emergency call-in; exposure to extreme weather conditions, toxic chemicals and hazardous substances; requires heavy lifting and strenuous physical activity.

REQUIREMENTS OF WORK

Knowledge of

- Water treatment principles, practices, methods, materials, tools and equipment in the maintenance of facilities, grounds and public works infrastructure.
- PSC, DNR, and EPA rules and regulations pertaining to water quality standards and water system operation and services.
- Water pumping, treatment, storage and distribution systems and equipment and wastewater collection systems and equipment.
- Occupational hazards and standard safety precautions necessary in the work.

Ability to

- Detect equipment malfunctions and to repair or correct such malfunctions.
- Make accurate observations, record operational data, and prepare reports.
- Perform plumbing and electrical repairs.
- Understand and effectively carry out oral and written instructions.
- Communicate effectively in oral and written form.
- Establish and maintain effective working relationships with fellow employees and the general public.
- Operate a variety of vehicles and equipment used in public works maintenance.

Desired Qualifications

Graduation from high school; DNR certification as a Municipal Water Supply Operator; several years of experience in water/wastewater operations or related field; possession of a valid Commercial Driver's License; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

Pay Range is pay grade 10 on the Public Works/Police Admin Compensation Plan.

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