

Job description

TOWN OF MILLIKEN

Water/Wastewater Operator

FLSA STATUS: Non-Exempt

Department: Water/Wastewater

Reports To: Water/Wastewater Director

Closing Date: July 26, 2024 by 5:00 PM

POSITION SUMMARY AND DEFINITION:

Operating, monitoring and maintaining the Milliken Water and Wastewater Treatment Facilities. Includes work involving operation and maintenance of water treatment plant, wastewater treatment plant, pumping stations and wells servicing the Town of Milliken treatment facilities. Perform required and necessary lab testing work. Perform related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The Town of Milliken retains the right to modify or change the duties or essential and additional functions of the job at any time.

- Operates, inspects, repairs and maintains a wide variety of pumps, motors, chemical feed equipment and other related equipment used in water and wastewater treatment.
- Record well and pump operating times, pressures, plant flows, pumping rates, sludge treatment rates.
- Control flows and adjust treatment processes to ensure that the facility achieves compliance with applicable environmental permits.
- Responds to alarms and equipment failures. Takes necessary actions to maintain acceptable plant operations.
- Collect, analyze and interpret computer generated data and take appropriate action.
- Maintain a variety of records, reports and logs for treatment facilities.
- Performs calibration, preventative maintenance and emergency repairs on all instrumentation, equipment, facilities used in treatment processes.
- Collect water and wastewater samples for laboratory control testing. Perform water quality analysis as directed or as-needed to conform to all local, state and federal standards.
- Make regular assessments of water and wastewater flow, turbidity, BOD, pressures, chemical usage, residuals, temperatures and other pertinent data to maintain proper plant operating conditions.

- Observes pumping equipment at lift stations to identify possible problems and make appropriate repairs.
- Detect and respond to odors and colors indicative of hazardous gases, upset processes, and laboratory test points.
- Train lesser skilled operators or operator-in-training in acceptable lab methods and procedures to assure accuracy of test results.
- Train lesser skilled operators or operator-in-training in operations, maintenance and repair of water and wastewater treatment operations and facilities.
- Perform overhaul of equipment such as pumps and valves.
- Unload, store, transfer and mixes chemicals and makes chemical feed adjustments as directed or as-needed.
- Operates manually controlled equipment, motors and pumps used in the treatment, purification and disinfection of water and wastewater.
- Maintain landscaping and irrigation systems of water/wastewater treatment facilities using various equipment such as mowers, line trimmers and other applicable equipment.
- Guides or assists in guiding individuals or groups of visitors on tours of treatment facilities.
- Assist in snow removal operations as-needed.
- Perform related duties as assigned and required.

CONTACTS:

Other Town Department Supervisors/Outside Agencies/Contractors: Contacts are primarily made at supervisory or professional level within other functions or departments to coordinate joint work activities and special events/projects and resolve conflicting schedules or requirements.

Citizens: Contacts require the investigation, resolution, and closure of customer concerns and issues. Explain rationale and clarifies intent of town operational procedure and policy.

Vendor: Contacts required making purchases and overseeing operation related contracts.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Practices, methods and materials used in the treatment of water and wastewater.
- Safe working practices and procedures such as chemical handling, correct body mechanics, and safe lifting techniques.
- Operation and maintenance requirements for a variety of light to heavy equipment and machines.
- Standard water quality tests.
- Lubrication, maintenance, and servicing of pumps and plant equipment.

- Biochemical and bacterial functions and relationships and the effect of temperature and concentration.
- Practices and techniques used in wastewater solids treatment.
- Applicable Local, County, State and Federal Codes, Laws and Testing Parameters associated with the maintenance and operation of both Water and Wastewater Treatment Plants and Facilities.
- Read and record data from gauges and meters accurately.
- Set priorities and schedule work according to specific needs.
- Keep records, perform applicable tests and make reports.
- Administer and supervise the various functions assigned to the division.
- Effectively deal with subordinate personnel and resolve issues.
- Prepare and administer an operational budget.
- Recommend purchases of supplies, equipment, and tools.
- Communicate clearly and concisely, both verbally and in writing
- Provide instruction in the operation of equipment, work methods, and safety practices.
- Read and interpret maps, blueprints, diagrams, construction drawings, and/or documents related to functional area.
- Select, train, supervise, and evaluate subordinates.
- Make mathematical computations and interpret data.
- Understand the significance of laboratory results.
- Understand the nature and seriousness of system malfunctions and to take remedial action.
- Work alone on an operating shift and to take responsibility for previously outlined procedures.
- Work under adverse conditions including exposure to extreme weather.
- Act quickly and calmly in emergency situations on an individual basis.
- Maintain accurate and legible activity records and logs.
- Work safely and promote safe working conditions.
- Work a shift or rotating work schedule, if needed.

Materials and Equipment Used:

Computers, software, and peripheral equipment, SCADA equipment, calculator, intercom, two-way radio equipment, printed materials, lab equipment, scale, cleaning chemicals, two-wheel card, chemical feed equipment, chemicals, emergency equipment, switches, pipes and valves, high and low voltage electrical equipment including measurement devices, conduit, benders, and fuses, radio telemetry, telephone and control circuits, plumbing tools, including pipe threader, large variety of small tools, SCBA Equipment, gas monitor, ladders, potable generators, hydraulic and pneumatic tools and equipment, motorized

equipment/personnel carriers, a variety of light to heavy equipment such as air compressors, skid steers, loaders, backhoes, mowers,. Light power driven vehicles such as pickup trucks, vans, and autos and power and hand tools including jackhammers, concrete saws, drills, rakes, shovels, and brooms, and other shop equipment.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:

- Work is typically performed in all types of outdoor environments, requiring frequent exposure to extreme heat, extreme cold, and wet weather conditions; frequent exposure to dry, dusty, and noisy environments, mechanical, chemical and electrical hazards, atmospheric conditions that affect the respiratory system or skin, oils, working in isolation, and use of a respirator.
- Occasional exposure to concrete dust, hot asphalt, fumes, solvents, grease and oil may occur.
- Requires frequent heavy lifting/carrying (50lbs and over), pushing, pulling, reaching, climbing, crawling and twisting.
- Must be able to walk on uneven and or slippery surfaces, stand, bend, stoop and sit for extended periods of time.
- Work requires physical and visual capabilities to operate passenger vehicles, trucks, and motorized equipment.
- Must be able to use both hands and fingers and perform repetitive motions.
- This position requires hearing, speaking, and correctable near and far vision.
- Individual must be able to work around machinery and moving vehicles in traffic environments.
- Must be able to read and write and understand directions.
- Requires being on-call (as needed) to respond to emergencies and snow-removal needs. Flexible schedules may be required to fulfill organizational needs.

EXPERIENCE AND TRAINING:

- Any combination of education and experience equivalent to completion of the twelfth grade.
- Two years experience in the operation of a water and wastewater treatment facility.

Special Qualifications:

- Possession of a Class "D" Colorado Wastewater Plant Operator Certification.
- Class "D" minimum at hire acceptable with Class "C" required within two years (2) from employment start date.
- Class "2" Colorado Wastewater Collections System and Class "2" Colorado Water Distribution System Operator Certification required within three years (3) from employment start date.

- Note: This job description is not intended to be all-inclusive. The employee may be required to perform other duties as assigned.
- *The Town of Milliken is a drug-free workplace that provides employment opportunities in compliance with all pertinent federal, state, and local laws and Town values that promote employee participation in the delivery of quality services to and on behalf of the community. Accordingly, the Town celebrates diversity in the workforce.*

Job Type: Full-time

Pay: \$57,000.00 - \$65,000.00 per year

Benefits:

- Dental insurance
- Dependent health insurance coverage
- Health insurance
- Life insurance
- Paid time off
- Professional development assistance
- Retirement plan
- Vision insurance

Schedule:

- 8 hour shift
- Monday to Friday

People with a criminal record are encouraged to apply

Education:

- High school or equivalent (Required)

Experience:

- Water & Wastewater: 2 years (Required)

License/Certification:

- Class "D" Colorado Wastewater Plant Operator Certification (Required)

Ability to Commute:

- Milliken, CO 80543 (Required)

Work Location: In person