

CITY OF MALDEN

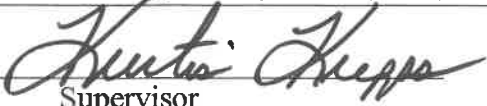
POSITION DESCRIPTION

Class Title: WATER/WASTEWATER OPERATOR		Date: November 15, 2019
FSLA Status: <i>(To be completed by HR)</i> <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		Grade Number: Classification Code:
Department: WATER/WASTEWATER		Division: WATER/WASTEWATER DISTRIBUTION
		Reports To: PUBLIC WORKS SUPERINTENDENT
PHYSICAL/ENVIRONMENTAL CHARACTERISTICS Essential functions are routinely performed in: (check all that apply)		
<input type="checkbox"/> General Office <input checked="" type="checkbox"/> Maintenance (Indoor & Outdoor) <input type="checkbox"/> Management <input type="checkbox"/> Other _____		
<i>Compliance to security and safety procedures, including use of Personal Protective Equipment (PPE) required.</i>		
GENERAL PURPOSE- Description to include the purpose of the position and level of supervision given or received.		
To performs a variety of semi-skilled and skilled technical and maintenance work in the operation, maintenance and repair of water/wastewater systems.		
ESSENTIAL DUTIES AND RESPONSIBILITIES – Describe each of the basic functions, responsibilities of the job, and abilities (physical and mental).		
<p>Must be mentally and physically able to perform all the herein listed duties and any other work as assigned or deemed necessary by the City Clerk.</p> <ul style="list-style-type: none"> • Monitors the performance of all equipment in connection to operation of water/wastewater systems • Maintains, operates, repairs and replaces as necessary • Contains and disposes of hazardous wastes • Calibrates, modifies and repairs instrumentation and control equipment • Inspects/repairs chlorine machine and other water treatment equipment, pumping stations, webs, meters and other elements of the water supply • Assists in maintaining a variety of records relating to inspections, maintenance activity , water supply treatment and consumption • Install and maintain water/wastewater service pipes <p>The functions listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.</p>		
DESIRED MINIMUM QUALIFICATIONS – Describe the minimum education and experience required for the job.		
High School diploma or equivalent. Two years of experience in the water/wastewater field. Any employee whose work requires that he/she drive City vehicles must hold a valid Missouri Driver's License. Must have own transportation. Must pass a drug test and medical physical including back x-rays prior to employment commencement. Position subject to background check.		
KNOWLEDGE, SKILLS, & OTHER QUALIFICATIONS – Describe knowledge, skills, and qualifications required for the job.		
KNOWLEDGE OF: <ul style="list-style-type: none"> • Preventive maintenance for mechanical and special equipment 		
SKILLS: <ul style="list-style-type: none"> • Ability to complete and maintain technical reports • Ability to make specifications and estimate costs for materials and equipment 		
QUALIFICATIONS: <ul style="list-style-type: none"> • Must be able to work outdoors in all types of weather conditions, day or night • Must use proper safety precautions in exposure to mechanical, electrical, explosive, fume, order, dust chemical and toxic waste hazards 		

EQUIPMENT & VEHICLES USED - Include the equipment and vehicles used, if applicable.

Backhoe, tractor, zero turn mowers and light/heavy trucks

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel in this classification.

Approval: 
Supervisor

Approval: 
Appointing Authority

Effective Date: 11.15.19

Revision History: _____