City Of Ashton Job Description

Job Title: Water/Streets Operator **Reports To:** Mayor
Department: Public Works

Job Summary

Operate, monitor maintain and trouble shoot the water treatment facility, water distribution lines, meters, meter reading equipment, SCADA equipment, and any other water system equipment. Responsibilities include manifold and well maintenance and operation, meter reading, testing and reporting, simple welding, water line repairs and maintenance as well as record keeping and mapping water/sewer lines. Work as a team with the other public works operators, police and administrators to provide quality public service.

Duties and Responsibilities

Essential

- Perform all aspects of sampling, monitoring and testing required to maintain compliance with Federal, State & Local regulations governing water treatment and distribution.
- Direct the installation and inspection of new water lines, meters and services.
- Perform the installation, maintenance and repair of the water treatment facility and its components including pumps, valves, motors, meters, tanks, reservoirs, and feeders. Change lubricants.
- On call to respond to emergencies and breakdowns at the water treatment facility and water distribution area.
- Maintain, compile and update plant operations logs and reports.
- Perform general facility maintenance such as cleaning, painting; perform various grounds maintenance duties.
- Operate a variety of heavy equipment including backhoes, loaders, dump trucks; assist in unloading chemicals as necessary.
- Keep equipment, lawn mowers, vehicles, trucks, generators, pumps serviced and in good repair.
- Organize and coordinate the repair and maintenance of vehicles, tools and equipment.
- Organize and coordinate the ordering of parts, supplies and or equipment for use in the performance of maintenance functions.
- Operation of equipment safely, and efficiently
- Collection of samples for accurate testing. Write reports legibly and efficiently.
- Prepare budget recommendations and report them to the City Clerk/Treasurer.
- Work collectively with Wastewater Operator and Parks Operator on street light maintenance, street maintenance, repair, and plowing. Early morning and weekend work during winter is expected.
- Work equally with Wastewater Operator and Parks Operator to process daily work orders, bank deposits and mail collection.
- Maintain a high level of safety, efficiency and training.

Additional

- Act as the back-up Wastewater operator.
- Assist the Wastewater Operator with sewer projects, maintenance, etc. as requested and scheduled.

NOTE: The above tasks and responsibilities are illustrative only. This description does not include every task or responsibility.

Last Update: June 12, 2019

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Job Title: Water/Streets Operator **Reports To:** Mayor
Department: Public Works

- Assist the Parks Operator with parks projects, maintenance, etc. as requested and scheduled.
- Perform line locations as requested.
- Assist other City departments with projects, maintenance, etc. as requested and scheduled.
- Animal control within City limits as requested.
- Miscellaneous duties as requested and scheduled.

Qualifications

Essential

- Hold or Obtain a Class I Drinking Water Distribution, a Class I Water Treatment, a Class I Wastewater Distribution, a Class 1 Wastewater Treatment and a Class 1 Land Application Certifications.
- Hold a valid CDL.
- Take part in City drug testing program.
- Put in overtime when emergencies arise.
- Operate equipment safely and efficiently
- Follow through on assignments.
- Take good care of equipment.
- Able to work well with other employees.
- **PHYSICAL EXERTION ENVIRONMENTAL CONDITIONS:** Must be able to perform a variety of physically strenuous tasks. Work is performed with extreme safety precautions due to exposure to electricity, chemicals, motors and operating machinery. May be exposed to all weather conditions, including cold, heat, rain or snow. May work in confined spaces. Must be able to operate a variety of hand tools. Lifts up to 75 lbs.

NOTE: The above tasks and responsibilities are illustrative only. This description does not include every task or responsibility.

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