

Town of Milliken



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Milliken, CO 80543
Weld County

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WATER/WASTEWATER OPERATOR I/II

FLSA STATUS: Non-Exempt

DEPARTMENT: Public Works Department/
Water/Wastewater Division

REPORTS TO: Water/Wastewater Treatment
Superintendent

APPROVED DATE:

POSITION SUMMARY AND DEFINITION:

Operating, monitoring and maintaining the Milliken Water/ Wastewater Treatment Facilities, Collections and Distributions systems. Includes work involving operation and maintenance of water treatment plant, wastewater treatment plant, Collections systems, Distributions systems, pumping stations and wells servicing the Town of Milliken.

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/Wastewater treatment, Collections, and Distributions systems.
- Record well and pump operating times, pressures, plant flows, pumping rates, sludge treatment rates.
- Control flows and adjust treatment processes to ensure that the facilities achieve compliance with applicable environmental permits.
- Responds to alarms and equipment failures. Takes necessary actions to maintain acceptable plant and systems operations.
- Collect, analyze and interpret computer generated data and take appropriate action.
- Maintain a variety of records, reports and logs for treatment facilities, Collections and Distributions systems.
- Performs calibration, preventative maintenance and emergency repairs on all instrumentation, equipment, facilities used in treatment processes and system.
- 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.
- Oversees Backflow Prevention Program.
- Assists Superintendent in documenting Water/Wastewater standard operating procedures and the delegation of said tasks.
- 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 in acceptable lab methods and procedures to assure accuracy of test results.
- Train lesser skilled operators or maintenance worker in operations, maintenance and repair of Water/Wastewater treatment facilities, Collections and Distributions systems.
- 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.
- Guides or assists in guiding individuals or groups of visitors on tours of treatment facilities and Distribution systems.
- Performs routine inspections, investigates customer complaints, services, and clears blockages in the collections system
- Performs preventive maintenance on the Collections and Distributions systems such as inspections and jetting sewer lines, Flushing hydrants and valve exercising
- Perform daily utility locates, monthly meter reads, re-reads, water turn on and turn offs, Final meter reads and inspects all sewer and water lines that are installed or replaced by property owners to insure all water and sewer lines are installed according to code.
- Performs emergency repairs to broken or damage water or sewer lines.
- Routinely collect irrigation well, flows, lake levels and flume data to meet state reporting requirements
- Performs irrigation ditch checks and maintenance to insure reliable irrigation flows
- 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 clarify intent of town operational procedures and policies.

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

KNOWLEDGE, SKILLS, AND ABILITIES:

- Practices, methods and materials used in the treatment of Water/Wastewater, Collections and Distributions systems.
- General knowledge of pipe installation, connection and repair.
- 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.
- Working knowledge of water, grinder, and sewer pump control panels.
- Select, train, supervise, and evaluate subordinates.
- Using basic and advanced mathematics involving the practical application of fractions, percentages, ratios, proportions or measurements, algebraic solutions of equations, inequalities, mathematical classifications or schemes.
- 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.
- Must be willing to complete mandatory weekend/holiday rounds, checks, and sample collection.

MATERIAL 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 cart, 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, portable 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, dump truck, Jet/Vac truck, excavator, Line locating equipment, and 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.

Special Qualifications: (not necessarily required)

- Operator I must have Possession of a Class "B" CDL with tanker and air brake endorsement. Must have possession of both Water and Wastewater class "D" licenses, Collection 1, Distribution 1 Licenses.
- Operator II must have Possession of a Class "B" CDL with tanker and air brake endorsement. Must have Water and Wastewater class "C" licenses, Collection 2, Distributions 2 Licenses, or obtain ORC status.

EXPERIENCE AND TRAINING:

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

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.

This job description has been reviewed and approved:

Department Director

Date

Human Resources

Date

Town Administrator

Date