



# Town of Milliken

1101 Broad Street  
Milliken, CO 80543  
Weld County

(970) 587-4331  
Fax (970) 597-2678  
<http://www.town.milliken.co.us>

## WATER/WASTEWATER PLANT TECHNICIAN

---

FLSA STATUS: Non-Exempt	DEPARTMENT: Public Works Department/ Utilities Division
REPORTS TO: Water/Wastewater Superintendent	APPROVED DATE:

---

### POSITION SUMMARY AND DEFINITION:

Provides operations and maintenance activities, and work involving the Towns Water and Wastewater Treatment facilities under the direct supervision of the Water/Wastewater Superintendent. It also includes work involving the operation and maintenance of water treatment plant, wastewater treatment plant, pumping stations, and wells servicing the Town of Milliken. Maintain, and repair all operating equipment and other machinery at the water and wastewater treatment plant and related facilities. Assists in the performance of required and necessary lab testing work; performs 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.*

- Assist in related services and activities impacting the public/customers as necessary.
- Serves as relief plant operator as needed to maintain operations of the facility.
- Operates, inspects, repairs, and maintains a wide variety of engines, pumps, motors, chemical feed equipment, and other related equipment used in water and wastewater treatment, collection, distribution including PRV's and Lift Stations facilities and sludge disposal.
- Reads and records well and pump operating times, pressures, and reservoir levels, reads and records plant flows, pumping rates, sludge treatment rates, collects samples and analyses for parameters as assigned.
- Adjusts chemical feed and other equipment to meet prescribed quality limits.
- Responds to alarms, equipment failures, security violations and take the necessary actions to maintain acceptable plant operations.
- Collect, analyzes and interprets computer generated data and takes appropriate action.
- Makes accurate meter and charting readings, interpreting information to determine daily plant flows.
- Maintains a variety of records, reports and logs for the treatment facilities and the distribution and collection systems.
- Performs calibration, preventative maintenance and emergency repair on all instrumentation, equipment and facilities used in the treatment, distribution and collection system process.
- Assists Operation and Maintenance staff in field measurements, calibration, and other tasks as needed.
- Assists in unloading, storing, transfers, and mixing chemicals; and makes chemical feed adjustments as directed and as-needed.
- Collects water and wastewater samples for laboratory control tests and performs water quality analysis as directed and as-needed to conform to all local, state and federal standards.
- Makes regular assessments of water and wastewater flow, turbidity, BOD, pressures, chemical usage, residuals, temperatures and other pertinent data to maintain proper plant operating conditions.
- Operates manually controlled equipment, motors, and pumps used in the treatment, purification, and disinfecting of water and wastewater.

Milliken, Colorado  
Title: Water/Wastewater Plant Technician  
Effective Date: August 2015  
Page 1 of 3

- Regulates and controls the amount of chemicals used to maintain specified water and wastewater treatment requirements.
- Observes pumping equipment and lift station equipment to identify possible problems and operating difficulties and makes appropriate repairs.
- Guides or assists in guiding individuals or groups of visitors around the plant or research projects.
- Assist Operation & Maintenance 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 through supervisory level personnel 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. Explains rationale and clarifies intent of Town operational procedure and policy.

*Vendor:* Contacts required for recommending purchases and assisting in the over site of operational related contracts.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Modern 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.
- Recommend purchases of supplies, equipment, and tools.
- Communicate clearly and concisely, both verbally and in writing.
- Understand the operation of equipment, work methods, and safety practices.
- Read and interpret maps, blueprints, diagrams, construction drawings, and/or documents related to functional area.
- 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.

#### **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, potable generators, hydraulic and pneumatic tools and equipment, motorized equipment/personnel carriers, a variety of light to heavy equipment such as single/tandem axle trucks, jet/vactor trucks, anti-icing trucks, air compressors, skid steers, loaders, backhoes, mowers. Light power driven vehicles such as pickup trucks, vans, and autos and power and hand tools including

Milliken, Colorado

Title: Water/Wastewater Plant Technician

Effective Date: August 2015

Page 2 of 3

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 (50 lbs. 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.
- The position requires hearing, speaking, and correctable near and far vision.
- Employee must be able to work around machinery and moving vehicles in traffic environments. Must be able to read and write and understand directions.
- This position 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 obtaining a High School diploma or GED.

*Special Qualifications:*

- Class “D” Colorado Water & Wastewater Plant Operator Certifications required within 1 1/2 years from employment start date.
- A Class “C” Colorado Water & Waste Water Plant Operator Certifications required within 2 ½ years from employment start date.

*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