
CITY OF LINCOLN CENTER

WATER AND SEWER OPERATIONS WORKER

POSITION SUMMARY

Under the supervision of the city superintendent, the water and sewer operations worker performs semi-skilled and unskilled work in the installation and maintenance of the water and sewer systems of Lincoln Center. The main responsibilities of this position are the maintenance and operation of the water and wastewater treatment facilities; the installation and repair of water and sewer mains; and installation and reading of meters. An employee in this position follows prescribed policies and procedures and will be supervised during the learning period. This is a non-exempt position under FLSA.

EXAMPLES OF WORK (ESSENTIAL FUNCTIONS)

- *Operates water treatment plant and wastewater lagoons;
- *Takes water and wastewater samples at facilities;
- *Records readings and maintains paperwork and reports as required;
- *Checks lift stations and performs maintenance;
- *Mixes and adds chemicals to treatment facilities to comply with standards;
- *Maintains treatment facilities' equipment by checking, cleaning, and servicing equipment;
- *Maintains facilities in clean order;
- *Takes meter readings;
- *Installs & maintains water and sewer lines, mains, and fire hydrants;
- *Operates light and heavy equipment;
- *Changes out water meters & regulators.

ADDITIONAL EXAMPLES OF WORK

- *Maintain chemicals at municipal pool;
- *Assist with park and cemetery maintenance;
- *Assist other department as the need arises;
- *Perform other duties as deemed necessary or assigned.

(Position requirements on following page)

(Approved 2-10-97, Amended 4-9-12)

City of Lincoln Center
Water and Sewer Operations Worker

POSITION REQUIREMENTS

Experience: Less than one year of construction and/or manual labor experience is required. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well after six months in the position.

Education: High school diploma or GED preferred. Class I Water/Wastewater Operator Certification.

Skills: Be able to understand instructions and reports. The ability to obtain Water and Wastewater Operator Certification within a reasonable time. The ability to learn to take and record daily test and meter readings. The ability to learn to operate water and wastewater equipment and other light and heavy equipment. Requires a valid Kansas Driver's License.

Problem Solving: Problem solving is a factor in this position. Problems include maintaining chemical balance in water and wastewater treatment facilities.

Decision Making: Decision making is a factor in this position.

Accountability: Employee is not responsible for budgetary control of the department and does not participate in the annual department budget process.

Supervision: Supervision is provided by the City Superintendent or Public Works Foreman, and job decisions are reviewed.

Personal Relations: Frequent contact with other departments and the general public.

Working Conditions: Manual labor is required. Extreme weather conditions and working with chemicals are factors in this position. Afterhours and weekend emergencies are a factor in this position. Residency within 15 minute response required. Personal telephone required.

Physical Requirements: Physical exertion to move, lift, carry, or push heavy (50 pounds or more) objects. Climbing up and down stairways and ladders. Climbing in and out of ditches. Bending, stooping and shoveling in ditches. Lying and crawling under machinery. The ability to express or exchange ideas by means of verbal and written communication. Comprehending and conveying detailed written or important verbal instructions to other employees and the general public. Required to wear and use appropriate safety equipment.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.
