

**City of Ada
Job Description**

Job Title: Licensed Water and Waste Water Operator

Department: Public Works Department

Salary Grade:

Date Approved: March 19, 2013

General Statement of Duties:

Maintains, installs and repairs municipal water distribution, treatment and sanitary sewage collection system and city ponds. This includes wells, ponds, pumps, lift stations, water and sewer mains, water services, sewer laterals, manholes, motors and all associated equipment. Assists in the maintenance and repair of overhead and underground primary and secondary electrical system and secondary lines, poles, substations, lighting and associated equipment.

Accountabilities:

Reports to: Public Works Department Heads

Directly Advises: Public Works Department Heads

Responsibilities and Duties:

Makes periodic inspections and maintenance of all above named equipment and makes both routine and unscheduled repairs as required.

Makes daily inspections of lift stations and repairs as necessary.

Operates wells and pumps so as to maintain water pressure in the city system at a satisfactory and safe level at all times.

Assists contractor in repair of water and sewer mains, laterals, manholes and other associated equipment as required.

Performs electric and water reading as required, including readings in and out of accounts.

Checking of load controls for load management and other appropriate duties as directed by the Public Works Department Heads.

Assists in snow removal by use of heavy equipment.

Performs equipment maintenance on Public Works vehicles.

Assists in maintaining, installing and repairing of overhead and underground primary and secondary wires of the electrical distribution system.

Operates bucket and digger truck and performs minor maintenance of vehicles.

Operates motorized equipment as required.

Follows safety rules adopted by the City of Ada and OSHA.

Responsible for on - call duties.

Flushed hydrants and sewers as required.

Promote the City of Ada and all of its entities in a positive manner.

Must attend schools or workshops that relate to the field of work.

Completes State water and sewer reports.

Assume a "Crew Chief" designation in the absence of the Public Works Department Heads on the job.

Qualifications:

Water and Waste Water Operator license or must be obtained within one year of hire date.

Tree inspector license

Valid Class B drivers license with a CDL endorsement or must be obtained within 90 days of hire date.

Ability to operate heavy equipment.

Knowledge, Skills, and Abilities:

Must know the operation of water and sewer field and the responsibilities of the public health and welfare.

Work involves lifting, climbing and standing.

Working outdoors in all types of weather and at all times of the day and night as required.

Work requires descending into manholes and lift stations.

Knowledge to operate light and heavy equipment and tools as directed.

Ability to work with limited supervision.

Ability to establish and maintain effective working relationships with others and with the public.

Ability to read and write the English language.

I have read the qualifications and requirements of the position of Licensed Water and Waste Water Operator. To the best of my knowledge I can perform these duties.

Signature _____ Date _____