

**Clear Lake Sanitary District**  
**Job Description**

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<b>Job Title:</b>	Wastewater Operator	<b>Reports To:</b>	Asst. Superintendent
<b>Department:</b>		<b>Supervises:</b>	None.
<b>FLSA Status:</b>	Non-exempt	<b>Prepared Date:</b>	December 19, 2019
<b>Prepared By:</b>	Mitch Hanson	<b>Salary:</b>	DOQ

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**SUMMARY:** The Operator is responsible for the operations and maintenance of the treatment plant, its collection system and pump stations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Televis and clean Collection System including compiling, interpreting and managing the records of the system.
2. Maintains a GIS/GPS system including compiling, organizing, and managing GIS/GPS data.
3. Operates equipment including, but not limited to, camera trucks, service trucks, skid loaders, dump trucks, tractors, mowers and sewer cleaning vehicles.
4. Assists with all collection, pumping and treatment operations.
5. Collects lab samples and assists with lab tests.
6. Provides vehicle maintenance.
7. Reads water meters.
8. Rotates and is available for on call/emergency response duties during non-business hours for a 7-day period (24/7).
9. Performs other duties as assigned.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**PREFERRED EDUCATION and/or EXPERIENCE**

2-year certificate (college or technical school)  
5 years experience.

**LANGUAGE SKILLS**

Ability to read and interpret documents such as safety manuals, operating and maintenance instructions and procedures or governmental manuals. Ability to write routine reports and correspondence. Ability to communicate effectively with customers or employees of the Company.

**MATHEMATICAL SKILLS**

Intermediate Skills: Ability to calculate figures and amounts such as drawdown/pumping, proportions, percentages, area, circumference and volume. Ability to apply basic concepts of algebra and geometry.

## **COMPUTER SKILLS**

Ability to operate Microsoft Office Products including, but not limited to, Word, Excel, PowerPoint, ArcView mapping software, and POSM sewer pipe inspection software.

## **REASONING ABILITY**

Intermediate Skills: Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

## **OTHER SKILLS AND ABILITIES**

- Ability to maintain confidential Company and customer information.
- Ability to multi-task and prioritize job activities to achieve maximum overall results
- Ability to adjust to changing conditions.
- Ability to produce accurate, professional and error free documents.
- Ability to read blueprints
- Ability to seek out opportunities outside of normal job functions to identify areas to better the company.
- Ability to operate machinery including, but not limited to, camera trucks, service trucks, skid loader, tractor, mowers, dump truck, sewer cleaning vehicle.
- Strong mechanical skills
- Ability to lift heavy objects.
- Strong knowledge of wastewater treatment operations and bacterial reactions.
- Demonstration of good oral and written communication skills.
- Ability to operate general construction tools such as welder, electric saws, drills/press, pneumatic tools such as impact wrench, air ratchet and grinders.

## **CERTIFICATES, LICENSES, REGISTRATION**

- Operators will possess a Grade I Wastewater Treatment License or higher within 12 months of employment and will work towards a Grade III Wastewater Treatment License or higher. Operators will be expected to eventually obtain a Grade IV Collection System License.
- Class "B" CDL with a Tanker Endorsement

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to reach with hands and arms and talk or hear. The employee is frequently required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 50 pounds.

While performing the duties of this job, the employee requires good physical mobility and manual dexterity. Reasonable accommodations may be made to enable individuals with certain disabilities to perform the essential job functions.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position travels a couple times per year to attend continuing education classes.