

Public Works Water / Wastewater Operator Position

City of Rockford seeks a Water and Wastewater Operator to manage the operations of the Water and Wastewater Utilities. Routine duties include, but are not limited to, ensuring the safe, efficient and effective operation and maintenance of the water and wastewater, distribution, collection and pumping facilities; monitoring, testing and documenting samples and ensuring proper analysis of all pertinent information required in the treatment process; performing preventative maintenance and repair of machinery and equipment; documenting and submitting any and all reporting for the Water and Wastewater Utilities as required by regulatory agencies; and, various other duties across the Public Works departments as assigned.

Applicants should have a knowledge of municipal water and wastewater treatment plant operations, ability to understand and follow applicable OSHA standards and safety practices and procedures; ability to conduct routine laboratory tests, ability to work independently and work as a member of a high functioning team. The compensation range for this position is \$28 to \$33 per hour, depending on qualifications, with excellent benefits. All offers will be contingent upon successful completion of a background investigation, physical examination and drug testing.

To apply for this position, please submit a Cover Letter, Resume, Completed City Application and three References to City Hall: 6031 Main Street, Rockford, Minnesota, 55373 by 4:30 p.m., Friday, December 6th, 2019. For more information please visit our website at www.cityofrockford.org, or contact City Hall.

Job Description:

Public Works Water and Wastewater Utilities Operator

POSITION TITLE: Water and Wastewater Utilities Operator

DEPARTMENT: Public Works

SUPERVISOR: Public Works Director

STATUS: Full time, regular, essential

Salary Range: \$28 to \$33 per hour, DOQ

POSITION DESCRIPTION: This position responsible for the complete management and operation of the Rockford Water and Wastewater Utilities and distribution systems.

SCOPE OF EMPLOYMENT:

Wastewater

- Performs wastewater processing.
- Operates wastewater treatment plant.
- Conducts routine wastewater tests; bacterial analysis; advanced wastewater chemical tests.
- Interprets test results and initiates necessary process changes.
- Perform operations of the SCADA system, making knowledgeable changes and adjustments to process as necessary.
- Participates in rotation for Operator on call duties as scheduled. Duties include snow plowing in the winter.
- Operates bio-solids handling systems.
- Troubleshoots, maintains, and repairs treatment plant and equipment.
- Performs some mechanical/building maintenance and repair.
- Performs general city buildings and grounds maintenance as assigned.
- Performs equipment maintenance as assigned.
- Troubleshoots, maintains, and repairs lift stations and collection system.
- Assures compliance with all appropriate safety rules and regulations, including but not limited to: OSHA standards, City safety standards, and all other applicable safety regulations.
- Maintain accurate records of activities undertaken, work accomplished, manpower, equipment and material utilized and problems encountered with computerized maintenance and management system.
- Assist in preparing the annual budget for production facilities and monitor compliance of approved budget.
- Respond to emergencies in a manner that results in prompt, efficient and effective actions. This position is subject to rotating on-call schedules.

- Responsible for general repair and upkeep of Wastewater Treatment Facility, well houses, and grounds including custodial and overall facility maintenance.
- Assist in the purchase and procurement of contractual services and maintenance equipment.
- Monitor the Wastewater Treatment Facility and all remote sites with the use of a tablet and/or computer.
- Perform such other duties as assigned.

Water

- Provides daily coordination for the maintenance and operation of the water treatment plants to ensure highest water quality possible.
- Operates water treatment plants in accordance with City, State and Federal mandates and guidelines.
- Communicates well with customers, contractors, and supervisors
- Perform operations of the SCADA system, making knowledgeable changes and adjustments to process as necessary.
- Conducts and assists in training other employees, including training on proper equipment operations, repairs and maintenance equipment, and accepted maintenance practices, safety standards, and policies.
- Assures compliance with all appropriate safety rules and regulations, including but not limited to: OSHA standards, City safety standards, and all other applicable safety regulations.
- Maintain accurate records of activities undertaken, work accomplished, manpower, equipment and material utilized and problems encountered with computerized maintenance and management system.
- Assist in preparing the annual budget for production facilities and monitor compliance of approved budget.
- Respond to emergencies in a manner that results in prompt, efficient and effective actions. This position is subject to rotating on-call schedules.
- Responsible for general repair and upkeep of Water Treatment Facility, well houses, and grounds including custodial and overall facility maintenance.
- Assist in the purchase and procurement of contractual services and maintenance equipment.
- Monitor the Water Treatment Facility and all remote sites from home with the use of a tablet and/or computer.
- Perform such other duties as assigned by supervisors

Minimum Qualifications

- Knowledge of municipal wastewater and sludge treatment plant operations.
- Ability to understand and follow applicable OSHA standards and plant safety practices and procedures.
- Ability to conduct routine laboratory tests.
- Ability to perform light mechanical repair.
- Ability to work independently.
- Ability to work in all weather conditions.
- High school diploma or equivalent
- MN Wastewater B certification preferred, will consider lower.
- MN Water D certification or ability to obtain within 1 year.
- Type IV bio-solids certification or ability to obtain within 1 year
- Class B driver's license with air brake certification, or ability to obtain within six months.
- Must pass background investigation, pre-employment physical including drug and alcohol testing.

Persons holding this position are minimally required to have substantial manual dexterity and the ability to operate small, medium or large hand tools, electrical, gas or engine powered tools, or vehicles. The ability to accurately make and record instrument or observations is required. The ability to lift up to 50 pounds approximately 5 times per week and to lift up to 150 pounds approximately once per month are required. Considerable customer satisfaction and human relation skills are required along with routine problem-solving abilities.

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