



POSITION DESCRIPTION

Position Title	Laborer/Trainee-Water & Wastewater		
Reports to	Water & Wastewater Operations Manager	Department	Operations
Hiring Rate	\$15.00		
Job Category	Non-exempt/hourly		

Purpose: This position exists to provide professional water and wastewater operations and maintenance for Crystal Clear.

Supervisory Role: None

Essential Duties and Responsibilities: **Must acquire this knowledge and expertise.**

- Maintain and monitor water production, storage, filtration and disinfection facilities.
- Maintain and monitor water distribution/wastewater collection systems including pipelines and satellite storage and pumping facilities.
- Maintain and monitor elevated water storage tanks including valves and system monitoring equipment (SCADA).
- Perform inspections of water/wastewater facilities.
- Perform facility inspections, monitor and document their operation by reading equipment gauges, digital displays and other instrumentation as necessary.
- Operate, adjust and monitor plant pumps, motors, pressure filtration equipment, chemical feeders and other equipment.
- Inspect, diagnose, troubleshoot, update and repair malfunctioning equipment.
- Locate difficulties in a variety of water/wastewater utility systems including:
 - disassembling and repairing pumps
 - perform maintenance
- Repair and overhaul activities on treatment process equipment including:
 - compressors
 - pumps and motors
 - valves
 - fire hydrants
 - various appurtenances
- Locate leaks and repair systems.
- Participate in and review the work of outside contractors on all maintenance and installation activities for accuracy, proper work methods, techniques and compliance with applicable standards and specifications.
- Participate in the installation of water distribution and wastewater collection systems.
 - Cut and prepare piping and fittings
 - Thread pipe
 - Cement pipes
 - Thermal-weld pipe connections



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- Replace gate valves and couplings
 - Clean and flush the water distribution system as necessary
- Maintain detailed and comprehensive records related to the water and wastewater systems testing, repair and maintenance activities
 - Compile and update operations logs and reports
 - Perform and record mathematical calculations related to the facilities operational activities
 - Respond to emergency calls for operations and repair of water and/or wastewater systems.
 - Collect water samples from storage tanks, booster stations tanks, and distribution system for routine water quality operational tests
 - Collect wastewater samples for routine water quality operational tests
 - Work closely with the Chief Water/Wastewater Operator on testing processes.
 - Monitor lab results.
- Learn safe work practices used by all personnel assigned to the water and wastewater operations and maintenance in the field including:
 - traffic control
 - confined space entry
 - trench safety
 - lockout/tag out procedures
- Perform related duties and responsibilities as required.

Essential Knowledge, Skills and Abilities

1. Education: High School Graduate or equivalent is required.
2. Certifications: Not needed at this time but required to attain minimum certifications within one year. This is required as a condition of employment.
3. Experience: No experience as a certified and/or licensed water treatment and distribution operator is required but is preferred. One year of related experience preferred.
4. Specialized knowledge preferred: Operational characteristics of water and wastewater systems. Basic principles and procedures of record keeping and reporting/ standard principles of hydraulics, chemistry and mathematics as related to water and wastewater treatment, water distribution, wastewater collection. Current physical and chemical processes involved in water and wastewater treatment, water distribution and wastewater collection systems. Sampling methods and techniques; laboratory analysis techniques and health standards for water and wastewater. Basic operating principles and maintenance procedures for inspection, installation and repair of plant mechanical equipment and electrical systems. Materials, methods, practices techniques and the tools and equipment used in water and wastewater systems preventive maintenance and repair activities. Uses and purposes of general



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construction tools and equipment. Occupational hazards and standard safety precautions and practices necessary in the work assigned.

- 5. Skills preferred: One year of increasingly responsible experience in maintenance.
- 6. Skills required: The ability to learn to operate all equipment, machines and tools required to perform utility operations and maintenance.

Work Environment and Physical Demands

- 1. Must be able to lift 25 lbs. continuously, 50 lbs intermittently.
- 2. Must be able to work in extreme environmental conditions including dust and high/low temperatures.
- 3. Must be able to work overhead and/or in confined spaces for extended periods.

Disclaimer

This position description indicates the general nature and level of work expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

<p><i>Prepared by:</i> <i>Mike Taylor</i></p> <p><i>Date: May 30, 2017</i></p>	<p><i>Approved by Assistant General Manager: George Patterson</i></p> <p><i>Date: May 30, 2017</i></p>	<p><i>Released for use:</i></p> <p><i>Date: May 30, 2017</i></p>
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