

# UTILITIES OPERATOR I

City of Tonganoxie

Public Works Department

## POSITION SUMMARY

Under the general supervision of the Public Works Director and the occasional direct supervision of the Utilities Superintendent, the Utilities Operator is a non-exempt position under FLSA which performs skilled and semi-skilled duties in the maintenance and repair of the Water/Wastewater Plant. This position is responsible for supplying a safe form of potable water for the City, performing laboratory tests, maintaining flow monitoring equipment, and pump stations. Repairing and servicing the sewage collections system and lift stations is required. This employee should possess a strong mechanical and technical aptitude, and effective communication, organizational, and public relation skills.

## ESSENTIAL FUNCTIONS

- \* Takes water samples, performs analysis, and ensures proper treatment for safe and potable water;
- \* Performs laboratory analysis;
- \* Maintains and repairs sewer lines and other sewer system components
- \* Maintains and repairs sludge pumps and press, feed pumps, clarifiers, and aerators;
- \* Maintains records and reports on the system operation and maintenance;
- \* Mixes chemicals at the water plant;
- \* Operates and maintains plant equipment;
- \* Checks and monitors lift stations;
- \* Performs general maintenance, including mowing plant grounds and cleaning;
- \* Follows department policies and procedures;
- \* Follows safety procedures and practices.

## MARGINAL FUNCTIONS

- Assists with sewer lines;
- Assists with Park mowing and maintenance;
- Checks and rechecks meter readings;
- Assists with swimming pool activities;
- Assists with street cleaning;
- Performs other duties as deemed necessary or assigned by Public Works Director.

### QuickView

FLSA: NON-EXEMPT

ADA: ELIGIBLE

FMLA: ELIGIBLE

OSHA:  
BLOODBORNE PATHOGENS

WORKING CONDITIONS:  
HAZARDOUS CHEMICALS  
ADVERSE WEATHER  
MANUAL LABOR



## ***WATER/WASTEWATER PLANT OPERATOR POSITION REQUIREMENTS***

**Experience:** One to three years of water and wastewater treatment plant experience is preferred but not required. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six months to one year of employment.

**Education:** A high school diploma or GED is required. This position requires a Class II Water and Sewer Certification and a valid Kansas Commercial Driver's License (C.D.L.). within two years.

**Technical Skills:** A thorough knowledge of equipment maintenance, water treatment equipment monitoring requirements, laboratory testing techniques, and a working knowledge of mathematics and bacteriology is required. This employee must be able to operate trucks, pumps, laboratory equipment, and other department equipment. The position requires advanced levels of capabilities in pump repairs, maintenance, and operations. The ability to judge distances, to understand and anticipate problems, to follow standard operating procedures, and to interpret written instructions, maps, manuals, and schematics is required. This employee should possess a strong mechanical and technical aptitude, and effective public relation, organizational, oral and written communication skills.

**Problem Solving:** Independent problem solving is involved in this position. This employee encounters problems with equipment malfunctions, timing sequences of equipment, bacterial control, and dosage rates for odor control.

**Decision Making:** Independent decision-making is involved in this position. This employee makes decisions about performing necessary repairs, and performing daily duties in the safest and most efficient manner.

**Supervision:** This employee is subject to general supervision from the City Public Works Director and occasional direct supervision of the Utilities Superintendent when it comes to new procedures, establishing and maintaining reporting systems and purchasing, and has no supervisory responsibilities over subordinate personnel.

**Financial Accountability:** This employee is responsible for the safe operation of department equipment. This employee does not participate in the annual budget process.

**Personal Relations:** Daily contact with co-workers, and supervisory personnel, and occasional contact with the City Administrator is expected.

**Working Conditions:** Adverse working conditions exist within this position. Exposure to human blood and body fluids, hazardous chemicals, heavy machinery, excessive noise, work in confined spaces, heights, explosives, and adverse weather is expected. This position is subject to call out as the need arises.

**Physical Requirements:** Manual labor including lifting and carrying heavy objects, climbing up and down ladders and manholes, bending, kneeling, stooping, and the ability to operate department equipment is required frequently in this position.

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*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.*

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