

LAKESIDE COUNTY WATER & SEWER DISTRICT (LCWSD)

POSITION DESCRIPTION

POSITION: System Operator 1 (No Certifications). *Must be able to obtain a minimum of Montana-certified license for a Water Class 3A and Wastewater 3C within 1 year of starting employment at employer's expense.

DEPARTMENT: Operations

ACCOUNTABLE TO: Supervising Operator & General Manager

SUMMARY OF WORK: This position is responsible for the maintenance and repair functions involving the Lakeside Water and Sewer District facilities and other systems that LCWSD may lease or have the contractual right to purchase.

JOB CHARACTERISTICS:

Nature of Work: This position performs operational and physical duties which require attention to detail and safety procedures. Work is performed in the service area in all types of weather and work conditions. Work is performed during normal office hours and may be required to be on-call during after-hours, weekends, and emergencies on a rotating schedule. Position must adhere to safety procedures and techniques at all times. Position must be able to operate a motor vehicle, inspect facilities, and perform physical labor duties. The consequences of error and hazards include sewer system odors and overflows as well as water system contamination and failure which could result in customer complaints and excessive expenditure. Must be physically able to lift or move heavy objects such as manhole covers and materials.

Personal Contacts: Daily contact with the public, customers, vendors, co-workers, and supervisors through face-to-face meetings.

Supervision Received: The general duties can be assigned independently, or with a team. Daily work assignments are provided by the Supervising Operator or General Manager through a work schedule or verbal assignment.

Essential Functions: This position must be able to communicate orally and in writing; establish good interpersonal skills when dealing with the customers; maintain compliance reports and logs; physically move about on construction work sites and under adverse field conditions; stand and walk, use hands and finger to handle, feel, or operate objects, tools, and controls; reach with hands and arms; occasionally required to sit, climb or balance, stoop, kneel, crouch, and crawl; talk, hear, and smell; lift and/or move manhole covers and 50 pound bags; have specific vision abilities including close vision, distance vision, and depth perception.

Wastewater Collection & Conveyance System:

- Maintains all manholes and valve vaults in confined spaces.
- Monitors multiple wastewater pumping stations, both major and minor.
- Performs maintenance, record keeping, repair, pump replacement, trouble shooting, pump and parts inventory.
- Monitors collection system for infiltration.
- Performs new connection inspections to main lines.

- Monitors and maintains radio telemetry units.
- Complies with on-going safety procedures.
- Monitors and maintains vacuum and air relief stations in confined spaces.
- Operates and maintains stationary diesel-powered emergency generators
- Maintains individual Pump House structures.
- Performs other related duties as required or as assigned.

Wastewater Treatment System:

- Maintains buildings.
- Monitors and maintains aerated facultative lagoon system with treatment cells and storage reservoirs.
- Performs repair, replacement, and record keeping on electrical aeration units.
- Performs dissolved oxygen and sludge blanket tests on all cells.
- Collects all samples for Influent and Effluent Testing including specific conductance, PH, nitrates, nitrites, ammonia, total Kjeldahl, biochemical oxygen demand, and total dissolved solids.
- Maintains daily record keeping on plant status.
- Valve Maintenance Program.
- Inspects dike erosion and enforces weed control programs.
- Monitors electric motor control center.
- Maintains all perimeter fences and gate structures.

Wastewater Irrigation System:

- Monitors and maintains Center Pivot Irrigation Unit(s)
- Monitors ground water locations and collects samples for testing.
- Monitors and maintains soil moisture probes at multiple locations, including recording and maintaining records.
- Monitors, maintains, and repairs Centrifugal Pump System and pump house structure.
- Maintains valves and underground facilities in confined spaces.
- Maintains all perimeter fences and gate structures.

Water Collection & Distribution Systems:

- Monitors and maintains deep wells.
- Performs trouble shooting and repairing of components.
- Monitors spare parts inventory.
- Performs plumbing and pipe fitting repairs.
- Maintains pump house structure as needed including paint, mechanical, carpentry, etc.
- Monitors and maintains above ground storage reservoirs and ground's areas.
- Maintains a Valve Exercising Program.
- Maintains Pressure Relief Stations in confined spaces.
- Maintains a record-keeping system on all facilities.
- Processes and completes Water Service Orders.
- Reads and records monthly water meter readings.
- Performs water meter and remote head repairs and replacement.

Duties related to all System Components:

- Participates in and rotates with other employees, monthly safety meeting programs.

JOB REQUIREMENTS:

Knowledge: This position requires a conceptual understanding of water and wastewater technology issues and safety and health issues associated with the industry.

On Call: This position requires participation in our emergency On-Call rotation with the other operators. Each rotation is seven 24-hour days.

Skills: This position requires mandatory skills in general safety, use of Digital Multi-Meter (DMM), organizational skills, pipe fitting, painting, and general maintenance. Desirable skills include auto mechanics, fluid hydraulics, welding, oxygen/acetylene units, and carpentry.

Abilities: This position requires the ability to communicate effectively orally and in writing with customers, employees, other governmental agency representatives, city-county officials, and the public; follow verbal and written instructions; use good judgment; adhere to safety techniques and procedures at all times; physical lift manhole covers and 50-pound bags; establish effective working relationships with fellow employees, supervisors, and the public.

EDUCATION AND EXPERIENCE:

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to:

- A High School Diploma or GED equivalent.
- Must possess a valid Montana Driver's License.

JOB PERFORMANCE STANDARDS:

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

- Observes work hours.
- Demonstrates punctuality.
- Performs assigned duties.
- Adheres to standards of confidentiality.
- Maintains accurate and timely records and logs.
- Deals tactfully and courteously with the public.
- Maintains all lift stations and buildings.
- Adheres to safety techniques and procedures at all times.
- Demonstrates ability to work under adverse weather and physical conditions.
- Establishes and maintains effective working relationships with fellow employees, supervisors, and the public.
- Accurately records personal work activities on daily time sheets