



POSITION DESCRIPTION

POSITION: Systems Operator 1 (No Certifications). Must be able to obtain a minimum of a Montana-certified Water Class 3B license and Wastewater 1C license within two years of employment. To support this requirement, the District will sponsor one license per year (e.g., Water Class 3B in the first year and Wastewater 1C in the second year).

SALARY RANGE: \$24 – \$28 per hour (DOEE). This position includes structured wage increases as each required Montana Water and Wastewater Operator certification is obtained.

DEPARTMENT: Operations

ACCOUNTABLE TO: Systems Operations Superintendent

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 requiring attention to detail and adherence to safety procedures. Work occurs in all weather conditions across the service area and may involve hazardous environments such as confined spaces. The position follows normal working hours but requires participation in after-hours, weekend, and emergency on-call rotations. The job requires operating motor vehicles, inspecting facilities, and performing physical labor. Errors may result in sewer overflows, odors, system failures, or water contamination. The employee 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: Assignments are provided by the Systems Operations Superintendent as written or verbal directives. Work may be performed independently or as part of a team.

Essential Functions: The position requires the ability to:

- Communicate orally and in writing
- Establish effective interpersonal relationships with customers
- Maintain compliance records and logs
- Work on construction sites and in adverse conditions
- Stand, walk, climb, balance, stoop, kneel, crouch, crawl
- Lift and move manhole covers and 50-lb. bags
- Operate tools, equipment, and controls
- Demonstrate adequate close, distance, and depth perception

Wastewater Collection & Conveyance System

- Maintain manholes and valve vaults (confined spaces)
- Monitor and maintain wastewater pumping stations
- Perform maintenance, record keeping, repairs, pump replacements, troubleshooting, and inventory
- Monitor collection system for infiltration
- Perform new-connection inspections
- Monitor and maintain telemetry units
- Follow all safety procedures

- Maintain vacuum and air relief stations (confined spaces)
- Operate and maintain stationary diesel emergency generators
- Maintain pump house structures
- Perform other duties as assigned

Wastewater Treatment System

- Maintain buildings and facilities
- Monitor and maintain aerated lagoon system including treatment cells and reservoirs
- Repair, replace, and document maintenance on electrical aeration units
- Perform dissolved oxygen and sludge blanket testing
- Collect influent and effluent samples (including pH, SC, nitrates, nitrites, ammonia, TKN, BOD, TDS)
- Maintain daily plant operation records
- Perform valve maintenance
- Inspect dikes and enforce weed control
- Monitor electrical motor control center
- Maintain perimeter fences and gate structures

Wastewater Irrigation System

- Monitor and maintain center pivot irrigation units
- Monitor groundwater and collect samples
- Maintain soil moisture probes and records
- Maintain and repair centrifugal pump system and pump house
- Maintain valves and underground facilities (confined spaces)
- Maintain perimeter fencing and gate structures

Water Collection & Distribution Systems

- Monitor and maintain deep wells
- Troubleshoot and repair system components
- Maintain spare parts inventory
- Perform plumbing and pipefitting repairs
- Maintain pump house structures (painting, mechanical, carpentry)
- Maintain above-ground storage reservoirs and grounds
- Conduct valve exercising program
- Maintain pressure relief stations (confined spaces)
- Maintain records for all facilities
- Complete water service orders
- Read and record monthly water meter readings
- Perform water meter and remote head repairs and replacements

Duties Related to All System Components

- Participate in rotating monthly safety meetings

JOB REQUIREMENTS:

Knowledge

Basic understanding of water/wastewater technology and industry-related safety and health requirements.

On-Call Requirement

Participation in emergency on-call rotations with other operators. Each rotation consists of **seven consecutive 24-hour days**.

Skills

Mandatory Skills:

- General safety practices
- Digital Multi-Meter (DMM) use
- Organizational skills
- Pipe fitting
- Painting
- General maintenance

Preferred Skills:

- Automotive mechanics
- Fluid hydraulics
- Welding
- Oxygen/acetylene use
- Carpentry

Abilities

- Communicate effectively with customers, staff, government agencies, and the public
- Follow written and verbal instructions
- Use sound judgment
- Follow safety procedures at all times
- Physically lift manhole covers and 50-lb bags
- Maintain effective working relationships with staff, supervisors, and the public

EDUCATION AND EXPERIENCE

- High School Diploma or GED
- Valid Montana Driver's License

JOB PERFORMANCE STANDARDS

Performance will be evaluated on the following criteria:

- Observes work hours and demonstrates punctuality
- Performs assigned duties efficiently and effectively
- Maintains confidentiality
- Maintains accurate and timely records
- Interacts tactfully and courteously with the public
- Maintains lift stations and facilities
- Follows safety procedures consistently
- Works effectively in adverse weather and physical conditions
- Maintains strong working relationships with employees, supervisors, and the public
- Accurately documents work activities on daily time sheets