

HYRUM CITY
POSITION DESCRIPTION
(NON-EXEMPT)

POSITION TITLE: Water Reclamation and Collections
System Operator Level 3

DATE OF REVIEW: 7/21/2023

DEPARTMENT/BRANCH: Sewer

REPORTING RELATIONSHIPS:

POSITION REPORTS TO:
Water Reclamation Superintendent.

POSITION DIRECTLY SUPERVISED:
None

POSITION PURPOSE:

Assists with the operation and maintenance of the municipal wastewater collection and treatment systems. Maintains and repairs plant equipment, work areas, and grounds.

NATURE AND SCOPE:

This position requires good organization and attention to detail. Basic mechanical skills and knowledge of wastewater treatment processes are essential to the successful execution of this position.

ESSENTIAL FUNCTIONS AND BASIC DUTIES:

- a. Perform daily water sampling and testing.
- b. Enter and analyze data
- c. Maintain and repair plant equipment.
- d. Help maintain the preventative maintenance program.
- e. Maintain plant grounds and buildings.
- f. Monitor the citywide collection system.
- g. Perform manhole and lateral inspections.
- h. Operate heavy equipment to prepare and land apply biosolids.
- i. Operate forklift.
- j. Monitor the water reclamation facility (WRF) and make operational changes as needed.
- k. Problem solve when issues arise
- l. Assist other departments as needed.
- m. Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

- a. Minimum of three years working at a WRF.
- b. Experience maintaining and fixing pumps and other associated WRF equipment.
- c. Treatment 3 Utah Certification
- d. Experience with lab work
- e. Ability to read and comprehend operation and maintenance manuals, standard operating procedures, written policies etc.

- f. Capable of communicating effectively and professionally
- g. Metal welding and cutting skills.
- h. Pipefitting and plumbing skills.
- i. Ability to operate industrial machinery such as forklift, backhoe, wheel loader, etc.
- j. Ability to work and get along with others.
- k. Required to be on-call after work hours, including weekends and holidays for a minimum of one week per month.
- l. Must live within 15 Miles of the Hyrum City Office
- m. Good math and computer skills

SPECIAL QUALIFICATIONS:

- a. Must carry and maintain a valid Utah driver's license.
- b. Must be able to achieve a Level 1 Collections certification within one year of hire.

PREFERRED QUALIFICATIONS:

- a. Level 1 or higher Utah Collection Certification
- b. Experience with GIS
- c. Ability to read and understand blueprint drawings, plans and maps

WORK ENVIRONMENT:

- a. Position requires performance of work tasks in a wide variety of environments, including out of doors in all types of weather. It also requires climbing down into manholes and working around raw sewage with exposure to certain chemicals commonly used in the treatment of wastewater.
- b. Exposure to adverse weather conditions, hazardous materials, chemicals and fumes and prolonged noise levels.
- c. Often works in and around vehicular traffic. Occupational safety and health hazards may be encountered under controlled conditions.
- d. May be required to work unconventional work hours.

PHYSICAL DEMANDS:

- a. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- e. The employee must be able to lift 75 to 100 pounds will frequently be lifting and/or moving 25 pounds.
- f. While performing the duties of this job, the employee is frequently required to stand, stoop, sitting, climbing, reaching, walk, talk and/or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl.
- g. Common eye, hand, finger dexterity required to perform essential functions.
- h. Mental application utilizes memory for details, verbal instruction, emotional stability, discriminating thinking and creative problem solving. Periodic travel required in normal course of performance.

RESIDENCY REQUIREMENT:

- a. Upon and throughout the period of employee's employment with Hyrum City employee must reside in Hyrum City or no further than fifteen miles from city limits.

Signed: _____

Date: _____