



Town of Eagle
Job Description/Role and Responsibilities

Position Title: Wastewater Operator, A, B, C, D License or Trainee

Department: Public Works – Water/Wastewater

Reports to: Lead Wastewater Operator – ORC, indirectly reports to Utility Manager

Direct Reports to this Position: n/a

FLSA Status: Non-Exempt

Pre-Hire Requirements: Must possess a valid Colorado driver's license and be insurable under Town standards. Must live within thirty (30) miles from Town of Eagle Public Works Facility located at 1050 Chambers Avenue Eagle, Colorado. Total travel time should not exceed forty (45) minutes at posted driving speeds. This position requires passing of a motor vehicle and a criminal background check.

Job Summary: The Wastewater Operator is an integral part of the operations and maintenance of the treatment facility and is responsible for the effective treatment of water before it is returned to the Eagle River. Wastewater operators operate valves, motors, performs water quality sampling and analysis, and performs light troubleshooting of mechanical equipment. The operator is primarily assigned tasks for the wastewater plant and seasonal collection system work. The individual performs extensive field work and manual maintenance work in the operations of the wastewater system including heavy physical, manual administrative and skilled work. Working as a part of a small integrated water and wastewater utility team, operators may have the opportunity to accrue both water and wastewater experience as workload, background experience, and training allows. This position may also perform a variety of routine and special activities for maintenance within the Public Works Department as conditions warrant.

Essential Functions:

1. **Wastewater Plant:** Under supervision of the Operator in Responsible Charge (ORC), operates, monitors, and maintains wastewater plant in accordance with plant operating procedures, Colorado Department of Health and E.P.A. regulations. Includes all calculations, feed rates, flow rates, and testing to ensure optimal performance and compliance with all regulations.
2. **Analysis:** Collects and calculates wastewater operations and control data including SCADA systems. Makes process control decisions based on plant observations, lab data, instrumentation, and historical trends.
3. **Biology / Chemistry:** Collects samples and conducts wastewater laboratory tests and analyzes data for both process indication and compliance. Under direction of the ORC make process adjustments and changes to discharge an effluent that meets facility permit limits.
4. **Maintenance:** Performs general equipment inspection and maintenance. Performs equipment repair and adjustments. Recommends repairs, changes, and work orders to ORC. Changes chemical containers, delivers needed materials, and performs general plant maintenance and housekeeping.
5. **Collection System:** Under supervision, operates and maintains all aspects of the wastewater collections system to assure trouble free service and optimal performance. Duties include main flushing, repairs, main blockages, lift stations, manholes, service taps, etc.

6. Ensures the Eagle Public Works Division maintains good relationships with the community, outside agencies and co-workers. Assists with public relations by representing the Town in the community or responding to telephone inquiries and complaints from the public.
7. Must be available "On Call" during non-regular scheduled hours to respond to system alarms through remote access and on-site troubleshooting as appropriate, rotating weekend coverage.
8. Other: Performs other related duties as assigned. Assists other departments as directed when additional help is needed.

Core Competencies:

1. Communication
2. Attention to Detail
3. Recordkeeping
4. Customer Service
5. Teamwork/Adaptable
6. Multi-tasking
7. Learning new skills
8. Safety

Education, Training and Certifications:

- High School Diploma or equivalent
- Valid Driver's License and satisfactory motor vehicle record
- Minimum of a Colorado D Wastewater license or ability to obtain within 6 months of date of hire.
- Prefers Colorado Collection I or II License, or ability to obtain Collection I within 6 months of date of hire and Collection II within 18 months of hire.
- Interest in obtaining additional Water licenses.
- Must keep certifications and licenses current.

Placement in the Wastewater Operator position is at the discretion of management and is generally based on organizational needs and qualifications. The following serves as a general framework of the minimum requirements for placement at each level:

WASTEWATER SYSTEM OPERATORS A, B, & C

Colorado Class III Collection System Certification must be obtained within a period determined by management.

WASTEWATER SYSTEM OPERATOR A

Wastewater Operator A placement requires possession of a current Colorado Class A Wastewater Operators Certification. Also, a minimum of 4 years related experience or approved equivalent combination of education and experience.

WASTEWATER SYSTEM OPERATOR B

Wastewater Operator B placement requires possession of a current Colorado Class B Wastewater Operators Certification. Also, a minimum of 3 years related experience or approved equivalent combination of education and experience.

WASTEWATER SYSTEM OPERATOR C

Wastewater Operator C placement requires possession of a current Colorado Class C Wastewater Operators Certification. Also, a minimum of 2 years related experience or approved equivalent combination of education and experience.

WASTEWATER SYSTEM OPERATOR D

Wastewater Operator D placement requires possession of a current Colorado Class D Wastewater Operators Certification. D-License requires passing of CO state exam. Prefer a minimum of 6 months to 1-year related experience or approved equivalent combination of education and experience.

WASTEWATER OPERATOR IN TRAINING

High School Diploma or GED. Maintains satisfactory and harmonious relationships with coworkers. Trains on wastewater activities, including SCADA monitoring, safety, water quality sampling and monitoring techniques, lab analysis, instrument verification and calibration, monitoring and maintaining equipment. Ability to receive D-License within 6 months of hire date.

Knowledge, Skill, and Ability Requirements:

1. Ability and willingness to learn and adopt new skills.
2. Knowledge of all government regulations, codes and specifications related to the industry.
3. Basic understanding of SCADA computer system functions.
4. Knowledge of chemistry, biology, and mathematical and statistical calculations necessary to conduct, analyze and interpret the results from standard laboratory tests.
5. Skill using Microsoft Office applications.
6. Skilled at pump and motor maintenance.
7. Skill using various hand tools and performing maintenance and minor repair of machinery and equipment.
8. Knowledge of general construction practices, equipment operation and maintenance
9. Ability to perform physical labor.
10. Ability to function and make good decisions in the absence of a supervisor.
11. Knowledge of safety procedures and use of personal protective equipment and ability to apply safety principles to all job tasks. Ability to anticipate unsafe circumstances; act accordingly to prevent accidents, and promptly report accidents and hazardous conditions. Ability to accurately compile, analyze, and interpret facts to prepare reports, to troubleshoot, to make decisions, and to solve problems on process and equipment.
12. Ability to read and interpret documents such as Safety Data Sheets, safety rules, operating and maintenance instructions, procedure manuals, blueprints, and technical documentation.
13. Ability to effectively communicate verbally and in writing, organize activities to complete tasks in accordance with priorities, address multiple demands and meet deadlines.
14. Time Management; managing one's own time and the time of others.
15. Customer orientated verbal communication skills including the ability to interact with town employees, vendors, and the public in a positive and cooperative manner
16. Ability to model Town of Eagle staff values of integrity, respect, commitment, responsibility, collaboration, and leadership
17. Supports and champions building and sustaining a culture focused on continuous improvement
18. Fosters innovative ideas and streamlines operations to provide meaningful value for customers and the community

Equipment Used: Water quality instruments, location equipment, SCBA, hand and power tools, two-way radio, cellular phone, pager, computer (SCADA system, word processor, data base, spread sheet), motor vehicle, light equipment, man hoist, safety equipment and apparel, and specialized equipment including electronic water line locator, leak detection equipment, meter reading interrogator, and gas detector.

Physical Requirements: 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.

While performing the duties of this job:

- Employee is regularly required to use hands and arms to handle, feel, reach; and talk, hear, taste or smell.
- Employee is frequently required to sit, stand, walk, bend, stoop, kneel, crouch, crawl, climb or balance.
- Must be able to work in close quarters, climb ladders/stairs, enter/exit hatches and manholes, as well as lift/operate heavy equipment.
- Ability to ascend to heights of 30-35 feet above ground quarterly or as needed.
- Ability to descend to depths of 10-15 feet below grade monthly, quarterly or as needed.
- Must be able to work in areas of extreme heat/cold and lift or move objects and equipment weighing up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus
- Employee must be able to lift and carry moderately heavy materials, supplies, and equipment (25-50 lbs.) frequently; objects weighing 50-75 lbs. occasionally.

Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position, the employee will have exposure to the following:

- Indoor environment - exposure to moderately quiet office environment with regulated temperatures.
- Outdoor environment – exposure to unfavorable weather conditions and noise level on construction sites is often very loud.
- Moving mechanical parts and equipment.
- Will also travel to local offsite meetings after normal work hours and frequently required to visit work sites in inclement weather on unpaved or uneven terrain.
- Exposure to trenching, confined space entry and exposure to dirt, dust, etc., can be expected.
- Exposure to fumes, odors and hazards associated with chemicals, equipment, machinery, etc., can be expected.
- Exposure to dirt, dust, wind, rain, snow, ice, etc., can be expected.

Direction and Decision Making:

- All major direction will be given by a supervisor
- Some situations may require employees to make independent decisions

Position Type and Expected Hours of Work

This is a full-time position. Normal days and hours of work are Monday through Thursday, 7:00 a.m. to 4:30 p.m. and on Friday’s we attempt to work a half day with potential for other hours to support events. Must be available for “On Call” during non-regular scheduled hours including evenings and weekends.

Our Commitment to Diversity, Equity, and Inclusion: The Town of Eagle is an equal opportunity employer committed to diversity, equity, and inclusion in the workplace and the broader Eagle community. We strongly encourage and seek applications from women, people of color, including multilingual and multicultural individuals, as well as members of the lesbian, gay, bisexual, and transgender communities. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, or medical conditions. Reasonable accommodations will be made so that qualified disabled applicants may participate in the application process. Please advise in writing of special needs at the time of application.

Note: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for their job. Duties, responsibilities, and activities may change at any time with or without notice.

The employee signature below constitutes employee’s understanding of the requirements, essential functions, and duties of the position.

Employee Signature:

Date:

Print Name: