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| Supervisor: | City Administrator |
| Work Schedule: | Full Time 40 hours per week  Monday-Friday 8:00am-5:00pm  As needed in the plant |
| Wage Range: | $20.00-$22.00DOE  CPI and Merit increases per policy |
| Employee Name: |  |

SUMMARY:

The Water Operator is responsible for the safe and effective delivery of water to the residence of the City of Saxman as well as the path of sewer to the lift stations. As an end to end technician the Water Operator monitors water from the source to end user. This position must work with various outside regulatory agencies and successfully achieve and maintain certifications relevant to this position.

DUTIES AND RESPONSIBILITIES:

1. Safe delivery of water to the residents of the City of Saxman
   1. Produce potable water in accordance with all state and federal regulations.
   2. Understand water treatment theory/technology and apply that knowledge to the water treatment process.
2. Operate a Level 2 Surface Water treatment plant
   1. Become familiar with plant manuals such as maintenance, treatment, and safety
   2. Ensure that plant operations are in compliance with operating guidelines and that treated water is safe and acceptable entering the distribution system
   3. Monitor gauges, flowmeters, charts, system control computer, ect
   4. Conduct water analysis tests such as hardness, alkalinity, PH, Turbidity, chlorine residual, ect for treatment process control
   5. Determine chemical feed rates and adjust chemical dosages
   6. Determine and maintain proper flow rates in accordance with water consumption demand
   7. Backwash filters as needed
3. Ensure water treated conforms to ARWA standards
   1. Maintain treatment records in accordance with ARWA (Alaska Rural Water Association)
   2. Conduct water analysis tests to ensure safety and water quality by collecting representative water samples and testing for contaminates and properties such as color, odor, chlorine levels, nitrification, ect.
   3. Collect representative water samples to be tested by other agencies for compliance.
   4. Maintain records of water sample testing for RMW review
   5. Maintain all required records such as operating logs, and chemical and repair part inventories
4. Preforms all preventative maintenance relating to surface water treatment
   1. Performs routine preventative maintenance on plant equipment to include: operating adjustments and calibrations on equipment, basic mechanical and electrical work and cleaning, lubricating and replacing equipment parts.
   2. Perform building and grounds maintenance of the plant and water sources as needed, including mowing, painting cleaning, ect.
   3. Work with the assigned Remote Maintenance Worker to be sure all preventative maintenance is being done appropriately
   4. Order chemicals, repair parts and tools
5. Maintain good working relationships with the public, engineers and the remote maintenance workers.
   1. Assist outside contractors, supplying necessary information, and inspects contractors work
   2. Communicate with ANTHC engineers about plant and water infrastructure needs
   3. Discuss water quality with the public and conduct plant tours if needed
   4. Report to the City Administrator on a monthly basis about activity in and around the plant
   5. Communicate with the Remote Maintenance Worker to maintain the plant within guidelines
6. Other requirements
   1. Be available 24 hours a day for emergencies
   2. Be available on week-ends for routine maintenance and plant operations
   3. Must actively pursue and obtain a Class 1 operators certificate after meeting the minimum education and experience requirements set forth by the state health department
   4. Preform other related Public Works duties as assigned

QUALIFICATIONS:

* High School diploma or equivalent, advanced education or training preferred
* Able to pass criminal and registry background checks
* Valid driver’s license
* Minimum 6 months experience with small power equipment and tools
* Ability to maintain effective working relationships with a diversified group of people under trying and stressful conditions
* Ability to communicate courteously and professionally and reflect a positive image of the City of Saxman to its customers, the public and other stake holders
* Ability to express oneself logically and concisely in both oral and written form
* Ability to access and interact with computer control systems
* Ability to analyze, evaluate, and recommend solutions to problems of routine nature
* Ability to research, interpret, explain, and correctly apply policies, rules, regulations, and procedures.
* Ability to work independently and efficiently
* Ability to adjust work hours to preform necessary duties
* Ability to handle confidential matters
* Ability to understand basic math and chemistry and apply the knowledge to the water treatment process
* Ability to understand mechanical problems and equipment
* Ability to use common had tools and other related equipment

KNOWLEDGE OF EQUIPMENT

* Computers
* Two-way radios
* PPE
* Chemical Feeders
* Accelerators
* Vehicles
* Fork Lift
* Lab Equipment
* Chemical Analyzers
* Filter Equipment
* Multimeters
* Calculators
* Hand Tools
* Monitoring Equipment
* Telephone
* Pumps
* Generators

PHYSICAL DEMANDS

* Walk moderate distances
* Stand for long periods of time
* Climb, balance, stoop, kneel, crouch or crawl
* Reach with hands and arms
* May enter confined spaces such as manholes, vaults and reservoirs
* May be subject to noise or dust. Must work with hazardous chemicals in liquid, vapor or solid form.
* Lift or move up to 50 lbs unassisted. Occasionally may require lifting up to 75 lbs. May be required to lift or move heavier items with mechanical assistance.
* Vision required is up close, color, and ability to adjust focus

*I have presented the employee with the job description as expectation and the employee has had opportunity to read and ask any clarifying questions.*

Employer Signature

Date

*I have read and understand the position description as written.*

Employee Signature

Date