



CITY OF SAINT PAUL

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SAINT PAUL ISLAND, ALASKA 99660

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JOB ANNOUNCEMENT

POSITION TITLE AND DEPARTMENT/DIVISION:

Water/Wastewater Operator with Public Works Department – Water/Sewer Utility

POSITION LOCATION:

St. Paul Island, Alaska.

POSITION CLASSIFICATION AND HOURS:

Regular Appointment, Part-Time; Hours may vary.

JOB SUMMARY:

A Water/Wastewater Operator assists in the operation and maintenance of the water and sewer systems.

This position works under the direct supervision of the Water/Wastewater Operator II. This position is considered an entry-level position where work is performed according to established procedures with little variance from those procedures required.

The position involves frequent contact with division, department, other City employees, and the general public. Close attention to the safety of the work environment is required.

ESSENTIAL JOB FUNCTIONS:

1. Operates water pumps, vacuum pumps, pump threader, drain cleaner, water trash pump and other machinery and equipment.
2. Checks pumps, blowers, filters and controls to determine proper operation of equipment and record readings.
3. Monitors and water supply with specified amounts of chlorine.
4. Monitors and helps perform preventative maintenance on equipment and controls. Maintains proper fuel, lubricant, water and air levels in equipment. Oils, greases and adjusts machinery and equipment and makes minor repairs.
5. Monitors and performs maintenance on water and wastewater systems. Installs, inspects, replaces, cleans and repairs exterior water and wastewater connections and lines and fire hydrants. Locates and repairs leaks.
6. Maintains, secures and ensures the safety, cleanliness and up keep of all water and wastewater equipment, tools and facilities including water tanks, and lift and pump stations.
7. Cleans manholes and septic tanks as needed.
8. Reports defects and hazards; recommends improvements, alterations and repairs.
9. Assists in the collection of water samples for testing.
10. Performs general plumbing work, including but not limited to: installing and maintaining faucets, water lines, drain lines, etc.
11. Assists with special Public Works related projects.
12. Performs electrical work required in the remodel, renovation, repair and construction of City housing, buildings and grounds.
13. Ensures the safety, cleanliness and up keep of assigned work locations.
14. Maintains records of work orders assigned and completed.
15. Assists with ensuring the safety, cleanliness and up-keep of assigned work locations.
16. Assists with performing preventative maintenance on small hand and power tools. Oils, greases and adjusts tools and makes minor repairs.
17. Reports defects and hazards; recommends improvements, alterations and repairs.
18. Performs other activities as required or as directed by the Water/Wastewater Operator II and/or Public Works Director or designee.

QUALIFICATIONS:

1. Must be at least eighteen (18) years of age.
2. High school diploma or GED.
3. **Must possess a valid Alaska Driver's License. Must have a clean driving record.**
4. Must be a team player.
5. Must be able to communicate effectively, orally and in writing.
6. Ability to adapt to varying work sites and tasks.
7. Knowledge of or ability to learn and apply the principles and techniques of water and wastewater systems.
8. Ability to perform simple mathematical calculations.
9. Ability to detect and correct facility problems.
10. Ability to move about field work environments in adverse weather conditions and hazardous conditions.
11. Capable of climbing ladders, on buildings, in tight places, bending, kneeling and twisting, crawling under buildings, in attics, etc.
12. Ability to safely utilize hand and power tools. May occasionally utilize light equipment. Includes ability to tolerate equipment and tool vibrations.
13. Ability to practice safety procedures to protect against exposure to both airborne and skin contact to hazardous materials, electrical currents, high places, machinery with moving parts, noise, severe cold weather conditions and other hazardous situations encountered while performing job responsibilities.
14. Ability to lift and carry an excess of 50 pounds, including lumber, boxes, tools or equipment.
15. Ability to record activities, conditions and comments on logs, work orders, reports and other documentation.
16. Ability to interpret and comprehend manuals, memos, instructions, regulations, safety warnings, logs, charts and other documents in handwritten and typed form. Interpret and comprehend equipment readings.
17. Must abide by the City of Saint Paul's alcohol and drug free work place policies and submit to a pre-employment drug test.
18. Other combinations of education and experience which could provide the knowledge, skills and abilities listed will be evaluated on an individual basis.

TRAINING:

Must complete a training program in the Provisional Level for Water Treatment & Water Distribution and for Wastewater Treatment and Wastewater Collection. Must successfully obtain State Certification as a Level I Operator.

WAGE AND BENEFITS:

The wage for this position ranges from \$18.79 to \$21.56 per hour, depending on education, experience, and skills. Standard City of Saint Paul benefits per City ordinance.

DEADLINE:

This position is open until filled. Apply at the City of Saint Paul during normal business hours by completing a resume and Application for Employment or by requesting and completing Application for Employment electronically. Applicants with incomplete applications will not be considered for the position. For an Application for Employment, or more information contact Monique Baker, City Clerk at mbaker@stpaulak.com or at www.stpaulak.com.

Posted December 3, 2018.