

Oakley City
Job Description
JOB TITLE: Water and Sewer Operator

Salary Level:	\$15-25 Per Hour, full-time benefits	Department:	Public Facilities – water and sewer
Shift:	Full time regular business hours, occasional extra hours	Supervisor:	Mayor of Oakley
Prepared By:	Oakley Human Resources	Date:	September 4, 2019

Summary: Under the direction of the Mayor, this position is responsible for the supervision and maintenance of Oakley's Water and Sewer System.

Essential Duties and Responsibilities include the following:

*Please note that other duties may be assigned

- Responsible to create and manage an annual budget for the water and sewer operations approved by the Oakley City Council.
- Responsible for the operation and maintenance of the Oakley sewer and water treatment plants.
- Coordinate and comply with all Utah codes and standards for sewer and water treatment plants.
- Inspect all water facilities, wells, and other relevant properties for proper operation and maintenance.
- Review and evaluate all operations reports for the water and wastewater treatment plants.
- Monitor all plant process and recommend changes to operations as well as changes or modifications to standard operation procedures (SOP).
- Keep operations records and files current, complete, and accurate.
- Report to the City Council and attend other meetings as needed.
- Supervise and train other maintenance employees as needed.
- Install and monitor water meters.
- Ensure that all construction and repairs are done up to Oakley City and Utah Codes and Standards.

SUPERVISOR RESPONSIBILITIES: You may be in a direct supervisor role of up to three employees

QUALIFICATIONS AND OTHER REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

- High School Diploma or General Education Degree (GED)
- Valid Utah Driver's License
- Ability to think critically and be a part of a team
- Effective communication skills. This is a public role and stressful situations dealing with the public may arise.

CERTIFICATIONS:

- Utah Wastewater and Water Certificates preferred or must obtain Grade 1 Certification within a year.

LANGUAGE SKILLS:

- Ability to read and write in English and interpret complex documents. Ability to write routine reports, work orders, and correspondence in English. Ability to speak effectively before groups of customers or employees in English.

MATHEMATICAL: Ability to calculate figures and amounts such as flows, proportions, percentages, area circumference, and volumes. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to stand, walk, sit, and use hands to handle or feel objects, tools, or controls and reach with hands and arms. The employee is frequently required to climb ladders, balance, stoop, kneel, crouch, crawl, push and pull objects and valve operators. The employee must frequently lift up to 75 lbs., and move up to 100 lbs.

WORK PERFORMANCE

Work performance will be evaluated regularly covering the following areas, as well as other areas. Job knowledge, attendance, quality and quantity of work, safety, cooperation, and obtaining necessary certifications. It is essential that employees be able to perform their tasks at the highest level of performance.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job an employee may encounter occasional fumes or airborne particles, frequent outdoor weather conditions, occasional risk of electrical shock, frequently subject to oils (mechanical), occasional toxic or caustic chemicals, vibration, work in high places, frequent work near moving, mechanical parts, occasional work in hazardous traffic conditions, work in confined spaces.