

City of Little Falls

WASTEWATER OPERATOR

The City of Little Falls is accepting applications for the position of Wastewater Operator. This fulltime union position's 2019 starting hourly rate is \$23.05. Minimum requirements include, but are not limited to, Minnesota Class D Wastewater license or better or a four year degree in chemistry, environmental engineering or biological sciences; possession of or the ability to obtain a valid Minnesota Class D driver's license or better, and must obtain a valid Minnesota Class B driver's license with tanker and air brake endorsements within one year of being hired; and the ability to be mobile in a variety of work environments. Desirable qualifications include a valid Minnesota Class D Water License; three years' experience or equivalent education and experience in general mechanical maintenance in equipment; computer experience especially with Gateway 2000 Vivtron software, Windows NT, Wonderware and Microsoft Excel; and experience in land application programs.



POSITION DESCRIPTION
WASTEWATER OPERATOR

PURPOSE, SCOPE AND WORKING RELATIONSHIPS:

Performs duties associated with the operation of the municipal Wastewater Treatment Plant, including collections systems, pretreatment plant; lift stations; activated sludge and ABF tower, RDP lime stabilization process, Bio-Rem odor control system and generator operations, along with routine building and grounds maintenance and minor repair and maintenance of equipment.

This position may also assist, when necessary, in the operation of the municipal water plant including intake, filtration, treatment, pumping water, reservoirs, well towers, lagoons, booster station, PRV station, generator operations along with hydrant flushing, routine building and grounds maintenance and minor repair and maintenance of equipment.

Reports to: Water/Wastewater Superintendent
 Assistant Wastewater Superintendent

Supervision: None

PRIMARY DUTIES AND RESPONSIBILITIES – WASTEWATER

- Wastewater operations include operation of the facility by monitoring, checking charts and meters, interpreting readings and collecting samples. Conducts various tests such as pH, dissolved oxygen, settleable solids, bacteria analysis; completing some advanced tests such as biochemical oxygen demand and suspended solids; interpret and monitor test results for process and adjustment of chemical feed equipment; installation and removal of tanks of chlorine and sulfur dioxide; and handling and mixing chemical ingredients and solutions. Operate and maintain the RDP process and Bio-Rem system including proper documentation and records.
- Assists in completion of reports for local, state and federal compliance.
- Assists in the maintenance and repair of wastewater and lift station equipment including pumps, routine inspections, cleaning and troubleshooting.
- Performs general maintenance of the facilities including, but not limited to, cleaning, painting and various custodial duties.
- Must be available for emergency call-ins as needed, including carrying radio, pager or cellular telephone as scheduled.
- Perform other duties as apparent or required.

SECONDARY DUTIES AND RESPONSIBILITIES – WATER

- Assists in water operations include daily lab testing, monitoring and checking charts and meters for analysis and interpretation for chemical feed adjustments. Collects water samples; monitors lime softening process; tests for fluoride, chlorine, alkalinity, hardness, etc. May also conduct advanced chemical laboratory tests. Maintain proper documentation and records of activity as required. Change chlorine tank cylinders when empty. Monitor and order chemicals as needed.

- Assists in maintaining and operation of wells, well houses, reservoirs, towers and lime sludge lagoon system.
- Assists in completion of reports for local, state and federal compliance.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to operate, use and maintain laboratory equipment, to conduct routine and advanced chemical and bacteriological analyses required for pollution control, operations efficiency, industrial discharge monitoring, and soil analysis.
- Ability to establish quality control programs and procedures in accordance with “Standard Methods”, and/or the United States Environmental Protection Agency, Minnesota Pollution Control Agency, or Minnesota Department of Health guidelines.
- Ability to perform site analysis and recommendations for fields considered for lime sludge disposal and sludge disposal; prepare site application and annual reports as required by various State and Federal agencies.
- Ability to establish and maintain effective working relationships with fellow employees, supervisors, and the public.
- Ability to understand and follow oral and written instructions.
- Ability to communicate clearly and concisely in English, both orally and in writing.

MINIMUM QUALIFICATIONS:

- High school diploma or G.E.D.
- Must be eighteenth (18) years of age or older.
- A valid Minnesota Class D Wastewater License or a four year degree in chemistry, environmental engineering or biological sciences.
- Possession of or the ability to obtain a valid Minnesota Class D driver’s license or better; and must obtain a valid Minnesota Class B driver’s license with tanker and air brake endorsements within one year of being hired.
- Ability to be mobile in a variety of work environments, including but not limited to, climbing steps, ramps and ladders, and entry of confined spaces; possess sufficient physical strength and agility to perform regular lifting and moving of materials and equipment; reach overhead and bend down to operate valves, levers and handwheels; ability to shovel material and operate high pressure hoses; including passing a physical examination.

PREFERABLE QUALIFICATIONS:

- A valid Minnesota Class D Water License.
- Three years’ experience or equivalent education and experience in general mechanical maintenance in equipment and facilities in the water and/or wastewater fields.
- Familiarity with preventative maintenance management programs.
- Computer experience, especially with the Gateway 2000 Vivtron Software, including Windows NT, Wonderware and Microsoft Excel programs.
- Experience in land application programs.

PHYSICAL DEMANDS

The physical demands described herein 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, the employee is frequently required to walk, sit and talk or hear. The employee is 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.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing 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, the employee occasionally works near moving mechanical parts or in outside weather conditions. The noise level in the work environment is usually quiet while in the office, or moderately noisy when in the field. The work environment is also subject to various odors.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer, technology, and requirements of the job change.

**CITY OF LITTLE FALLS
JOB FACTORS**

POSITION: ***Wastewater Operator***

PHYSICAL FACTORS	CODE	Respon. #	ENVIRONMENTAL FACTORS	CODE	Respon. #
Standing Stationary	V	A 1-12 B 1-6	Work Alone	F	A 1-12 B 1-6
Moving About	C	“	Work With Others	F	“
Sitting	O	“	Work Around Others	F	“
Physical Strengths & Demands			Public Contact	F	“
Lifting, Push & Pull While Stationary			Shift Work	V	“
Sedentary, up to 10 lbs.	F	“	Extended Day	O	“
Light Work, 11 to 20 lbs.	O	“	Inside	F	“
Medium Work, 21 to 50 lbs.	V	“	Outside	F	“
Heavy Work, 51 to 100 lbs.	V	“	Confined Area	O	“
Very Heavy, over 101 lbs.			Extreme Hot	O	“
Carrying, Push & Pull While Moving			Extreme Cold	O	“
Sedentary, up to 10 lbs.	C	“	Wet and/or Humid	O	“
Light Work, 11 to 20 lbs.	C	“	Noise	O	“
Medium Work, 21 to 50 lbs.	F	“	Vibration	O	“
Heavy Work, 51 to 100 lbs.	F	“	Mechanical Equipment	C	“
Very Heavy, over 101 lbs.	V	“	Electrical Equipment	O	“
Climbing	F	“	Pressurized Equipment	F	“
Balancing	F	“	Burning Material/Equipment	V	“
Stooping	F	“	Explosive Material Equipment	V	“
Kneeling	F	“	Radiant Energy	V	“
Crouching	O	“	Moving Objects	C	“
Crawling	O	“	High Places	O	“
Reaching	F	“	Fumes/Odors	C	“
Twisting-Sitting	F	“	Dirt/Dust	C	“
Twisting-Standing	F	“	Gases	F	“
Handling	F	“	Poor Ventilation	C	“
Fingering	F	“	Other (specify)		
Feeling	C	“	Other (specify)		
Talking	F	“			
Hearing	C	“			
Seeing-Near Vision	C	“			
Seeing-Far Vision	C	“			
Seeing-Depth Perception	C	“			
Seeing-Accommodation	C	“			
Seeing-Color Vision	C	“			
Smelling	C	“			
Walking	C	“			
Reading	F	“			
Driving	F	“			
Other (specify)					
Other (specify)					
Other (specify)					

Key
Codes:
 Blank = Not Present
 V = Very Infrequent, 1-2 times/week
 Occasional, Up to 1/3 of time a week
 F = Frequent, 1/3 to 2/3 of time
 C = Constant, More than 2/3 of time
 Respon. = Responsibilities