

Water & Wastewater Assistant

Job Description, Responsibilities and Qualifications

Job Title:

Water & Wastewater Assistant

Department:

Water & Sewer Department

Reports to:

Water & Wastewater Operators

Effective Date:

July 1, 2023

DEFINITION

This employee assists in the operation and maintenance of the water and wastewater treatment plants. The employee may also perform a variety of general labor activities such as operation of a truck, mowing, general mechanical repairs, painting, etc. The employee is under the direct supervision of the Water and Wastewater Operators. Work is generally routine and is accomplished in accordance with established policies, procedures and practices. Independent judgment must at times be used to accomplish tasks. This employee may be periodically evaluated by his supervisor(s), the Board of Mayor and Aldermen and/or the Water and Sewer Committee. This employee will be responsible for assisting the Operators in their responsibilities as to the periodic safety meetings. This is a not a water / wastewater certification track position.

EQUIPMENT/JOB LOCATION

- The employee will operate a water and wastewater treatment facility requiring the use of mechanical tools, laboratory and testing equipment, and specialized pumps, routers, etc.
- The employee may also operate a truck, mower, welding machine, jackhammer, hand tools, and other equipment as well as reading meters.
- The employee routinely works both indoors and outdoors and may be exposed to machinery with moving parts, noise, fumes and chemicals, extreme conditions of weather, heavy lifting, etc.

DUTIES & RESPONSIBILITIES:

- Conducts bacteriological and chemical tests required by state and federal regulations.
- Adds proper chemical dosages to treat, disinfect, deodorize, and clarify water.
- Calculates percentage of water used and chemical dosage used, takes and tests samples, reads meters and gauges.
- Performs maintenance on water and/or sewer lines, pumps and other equipment, including packing bearings on motors, changing or adding oil, makes necessary repairs on equipment, washes filters, etc.
- Operates water and wastewater treatment plants.
- Installs water taps and new lines as well as sewer lines.
- Reports directly to Water & Wastewater Operators and may perform other tasks as requested by the Mayor, Board of Aldermen, and City Recorder.
- Observes the condition of sewage entering the treatment plant, adjusts the addition of chemicals for proper sewage treatment according to prescribed standards.
- Responsible for the accurate completion of a variety of reports as required by local, state, and federal regulations.
- Hauls sludge.
- Checks, repairs, and maintains lift stations; washes and cleans basins; refills digester and drying beds.
- Collects grab samples, conducts tests and reports results as required.
- May assist in the repair and maintenance of a variety of heavy and light equipment.
- Cleans water and sewer lines and valves, checks lines and meters for leaks; assists in the repair of leaks.
- Performs general maintenance and labor activities such as mowing grass, operating a dump truck or other heavy equipment, collecting garbage or driving a refuse collection truck, spraying and weed-eating weeds, picking up debris, painting, etc.
- Performs repairs on small electrical equipment and meters, as well as other essential equipment in the water and wastewater treatment facilities
- May climb water tanks to perform inspections, maintenance, or repair.
- Must be able to act calmly and appropriately in emergency situations.
- Employee will regularly be “on call”; overtime will be required.
- Performs other duties as assigned.

REQUIRED SKILLS AND ABILITIES

- Must have a knowledge of the equipment and materials used in maintaining and servicing a water plant, distribution system, and storage facilities.
- Must have ability to establish and maintain effective working relationships with city officials, other employees and the general public.
- Must be able to effectively communicate in writing and orally with other

- municipal employees, elected and appointed city officials, and the public.
- Ability to perform bacteriological tests as required by state and federal regulations, to keep records and prepare clear and concise reports of water operations.
 - Ability to diagnose and alleviate pumping, treatment, storage and water condition problems.
 - Ability to understand and follow moderately complex written and oral instructions, read, write legibly and make accurate arithmetic calculations.
 - Must have skill in the use and care of tools and equipment necessary to perform various mechanical repair tasks.
 - Ability to perform bacteriological tests as required by state and federal regulations, to keep records and prepare clear and concise reports of wastewater operations.
 - Ability to understand and follow moderately complex written and oral instructions, read, write legibly and make accurate arithmetic calculations.

EDUCATION, EXPERIENCE, AND OTHER QUALIFICATIONS

- Must have either a High School Diploma or GED.
- Must possess a valid Tennessee driver's license.
- Must be able to sufficiently pass a criminal background check.

PHYSICAL REQUIREMENTS

- Must be able to lift at least fifty (50) pounds and may be required to perform jobs requiring a full range of motion.
- Must be able to pass random drug screens.
- Must have manual dexterity as needed to operate a variety of machinery and equipment.
- Must be in proper physical condition so to be able to effectively complete all required duties, tasks and job functions.
- Must be able to work in a variety of weather conditions and tolerate exposure to typical noises and smells associated with the water & wastewater plant.