

# **NORTHFIELD MUNICIPALITY JOB DESCRIPTION WATER/WASTEWATER OPERATOR**

**Job Title: Water/Sewer Operator**

**Department: Northfield Water and Wastewater Department**

**Reports To: Utility Superintendent**

**FLSA Status: non-exempt**

## **Nature of Work:**

The Operator of the Water and Wastewater Department works under the direct supervision of the Utility Superintendent assisting with all aspects of operations of the water and wastewater systems. Tasks include but not limited to ensuring all requirements are met to protect the public health and integrity of the water and wastewater systems.

## **DUTIES AND RESPONSIBILITIES**

- Complete assign work duties;
- Perform routine system maintenance as prescribed by the Superintendent;
- Periodic inspection of water lines;
- Flushing hydrants;
- Follow appropriate testing procedures to ensure quality of water;
- Submits testing and recording results to the proper authorities;
- Ensure safety requirements are met;
- Assist with GIS program; meter testing program; valve-turning program;
- Assist with inspection of sewer lines for maintenance;
- Ensure all state laws/rules and local ordinances are followed;
- Assist the Public Works Department as directed by the Superintendent;

### **Requirements of Work:**

- Must be able to obtain all necessary licensing as required to operate the Northfield water and wastewater systems within five years;
- Obtain knowledge of work practices, methods, tools and equipment as they pertain to the operations of the water and wastewater departments;
- Work weekend duty one weekend a month;
- Ability to operate small equipment;
- Must be inclusive and sensitive to general and confidential departmental information;
- Plan for repair needs and maintain inventory of parts and equipment sufficient to cope with emergency repair problems;
- Develop and maintain repair and maintenance records;
- Must be able to lift materials and/or equipment weighing 50 pounds or less on a regular basis;
- Must have the ability to work effectively with equipment users to prevent and control abuse of equipment;
- Some computer skills;
- Conscious of safety issues by keeping the facility clean and safe;
- Summer and winter grounds maintenance;
- Some building maintenance;
- Be courteous to the visiting public and treat fellow employees with respect;
- Must have the ability to work in a stressful environment; be flexible to respond to unscheduled work and frequent changes;
- Communicates well with the utility office and assists them when needed.

### **Minimum Education, Training and Experience:**

A high school diploma is required.