



City of Rose Hill – Job Description
Utilities Operator I
Salary Range: \$28,080.00 - \$34,548.80 DOQ

Position Summary:

Under the supervision of the Water/Wastewater Supervisor, the Utilities Operator I is responsible for the operation, maintenance and repair of the City's collection system, distribution system, and wastewater treatment facility. The position is a non-exempt position under FLSA.

Essential Functions:

- Operates Wastewater Treatment Facility to ensure compliance with federal, state and local regulations.
- Monitors and maintains Public Works, Water, and Wastewater equipment.
- Takes water, wastewater, and sludge samples for laboratory testing.
- Maintains lift stations.
- Loads/hauls sludge and collects samples for laboratory testing.
- Cleans and repairs pumps and other wastewater facility equipment.
- Responds to various alarms.
- Inspects Water and Wastewater equipment for malfunctions.
- Cleans and performs preventative maintenance for water and wastewater facilities.
- Operates department equipment including mowers, loaders, tractors and trucks.
- Installs/repairs water and sewer lines and services.
- Reads water meters and performs maintenance on meters and vaults.
- Helps in the maintenance and upkeep of all City buildings and property, including lawn maintenance, water/sewer maintenance and street maintenance as deemed necessary or assigned.
- Follows safety policies and procedures.
- Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

Marginal Functions:

- Locates manholes and sewer lines.
- Assists in the repair of water leaks and installation of new lines.
- Assist other departments within Public Works.
- Performs other duties as deemed necessary or assigned.

Position Requirements

Experience:

- At least two years of water or wastewater treatment operation experience or related field is required. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six months of employment.

Education:

- A high school diploma or GED is required.
- Class II Water and Wastewater Certificates are preferred. If no certification at time of hire, employee must pass a level 1 test in 18 months and a level II in 36 months.
- A valid Kansas Driver's License is required, CDL is preferred.

Technical Skills:

- Thorough knowledge of operating and maintaining wastewater treatment equipment, computers, equipment maintenance and a working knowledge of mathematics is required.
- Must understand and anticipate problems, follow department policies, and interpret written instruction and manuals.
- Should possess a strong mechanical aptitude and effective public relation, oral and written communication skills.

Working Conditions:

- While performing essential functions of this position, the employee will encounter outdoor adverse weather and working conditions including but not limited to temperature extremes, rain, snow, ice and confined space. The employee may regularly be exposed to but not limited to blood borne pathogens, hazardous chemicals, heavy machinery, and fumes. Hearing protection is occasionally required.

Physical Requirements:

- Occasional maximum lift of 80 lbs. from floor to 62" high
- Occasional maximum lift of 40 lbs. floor to overhead
- Frequent maximum lift of 34 lbs. floor to shoulder
- Occasional maximum carry of 80 lbs.
- Occasional maximum carry 60 lbs.
- Frequent maximum carry of 40 lbs.
- Occasional maximum horizontal push/pull force of 150 lbs.
- Occasional maximum vertical pull force of 65 lbs. at 58" high
- Occasional maximum vertical pull force of 90 lbs. at ground height
- Frequent push/pull force of 30 lbs.
- Frequent maximum grip force 65 lbs.

- Constant maximum grip force 10 lbs.
- Frequent climb up to 24" high
- Frequent forward reach
- Occasional overhead reach
- Frequent bend and crouch
- Occasional crouch/kneel/crawl
- Frequent balance
- Frequent neck rotation
- Frequent bilateral hand coordination
- Frequent exposure to whole body vibration
- Frequent sitting, standing and walking

Problem Solving:

- Occasional independent problem solving is a factor.
- Encounters problems with equipment malfunctions, sewer line backups, water leaks and power failures.

Supervision:

- Works under the direction of the Water/Sewer Supervisor and City Administrator.

The specific statements shown in each section are not intended to be all inclusive. They represent typical elements and criteria considered to successfully perform the job.

Interested candidates should submit a cover letter, resume, work history and work-related references to kmendoza@cityofrosehill.com.