



Public Works/Utilities Department  
Town of Clarkdale  
P.O. Box 308, Clarkdale, Az. 86324  
Town Hall (928) 639-2400 \* fax (928) 639-2409

Job Description

**WATER and/or WASTEWATER OPERATOR**

**DESCRIPTION:** Under direction of the Public Works/Utilities Director and general supervision of the Utilities Superintendent, this position performs tasks relative to day-to-day operation, repair and maintenance of the Town's wastewater and water system facilities and infrastructure. This position also requires performance in a broad range of functions related to capital improvement projects relative to the performance of these systems. This position understands public trust and models the highest standards of personal and professional integrity expected of those working in public service. Specific functions comprising the position may vary depending on the priorities and needs of the Town and/or requirements of state law. Employees in this class typically work a forty (40) hour work week, however schedules may change depending on the needs of the organization.

**CLASSIFICATION:** Positions in this class are characterized as having Arizona State recognized certifications as needed and the ability to perform a wide range of tasks throughout the Town in the operation of its' municipal water and/or wastewater systems. An employee successful in this position performs duties with minimal supervision and at times high levels of independence. Job functions require the ability to think independently, use discretion and good judgment, apply good customer service skills, and to follow and carry out written and verbal direction. Abnormal working hours may be required from time to time. This is a FLSA non-exempt, at-will position with benefit package.

**ESSENTIAL FUNCTIONS AND DUTIES:**

*Essential functions and duties may be modified at any time at management's discretion. Typical duties may include, but are not limited to the following:*

- Participates in the implementation of goals, objectives, priorities, policies and procedures of the Town of Clarkdale and the Utilities Department;
- Assists with the organization and daily operations of the Utilities Department Water and Wastewater Systems;
- May have general supervisory responsibilities;
- Conducts inspections of work in progress and verifies completeness for compliance with safety requirements, department policies, and state and federal requirements;
- Compiles daily readings, operational information and data for reports and record keeping;
- Reviews laboratory sample data for water quality; collects regulatory samples and analyzes daily regulatory and process control samples;
- Operates, monitors and maintains pumps, blowers, chlorinators, filters and other water/wastewater treatment equipment;
- Assists in the preparation of monthly regulatory reports and other reports relative to water/wastewater treatment and distribution/collection systems as needed;
- Responds to and works to resolve citizen inquiries and complaints relating to the operation of the water/wastewater treatment and distribution/collection systems, related facilities, and system infrastructure;
- Performs as needed repairs, maintenance and construction activities of the division and coordinates related projects with other Town departments and Utilities/Public Works divisions;
- Operates equipment including vehicles as needed to perform repairs, maintenance, and construction activities of the Town's water/wastewater systems;

- Performs maintenance on Town reservoirs, effluent holding ponds, treatment facilities, distribution system and or collection system components;
- Regularly performs work with and around reagents and chemicals used to sample water and or wastewater, and in the treatment of water and/or wastewater;
- Performs work with hand tools and power equipment for the maintenance and repair of water and wastewater lines;
- Performs related duties and responsibilities as needed or assigned.

## **MINIMUM QUALIFICATIONS**

### Education and/or Experience

Any combination of education and/or experience providing the knowledge, skills and abilities necessary for satisfactory job performance is acceptable. Possession of a High School Diploma or GED is the minimum education required. Arizona Operator Certification for Wastewater Treatment Plant and Collection Systems, and Arizona Operator Certification for Water Treatment and Water Distribution is required; certification level at time of hire will determine starting rate of pay. Proven experience operating a municipal water and/or wastewater system is preferred.

### Special Requirements, Licenses, and Certificates

- Must possess a State of Arizona Wastewater Treatment Plant or Collection System Operator Certification or attain within one (1) year of hire and, or
- Must possess a State of Arizona Water Treatment or Water Distribution System Operator Certification or attain within one (1) year of hire.
- Must possess a valid Arizona drivers' license (or ability to transfer an out-of-state license to Arizona immediately) and maintain an excellent driving record.
- Must possess a valid commercial driver's license (CDL) or have the ability to attain within six (6) months of hire.
- Must be able to respond to call out within thirty (30) minutes.
- Must complete online training and testing with National Incident Management System (NIMS) through the Federal Emergency Management Agency (FEMA) within six (6) months of hire and maintain current/ongoing certification as needed.
- May be required to work overtime, holidays and weekends and be on-call 24 (twenty-four) hours per day, per the departmental On-Call Policy.

### Knowledge, Skills and Abilities

- Knowledge of modern principles and practices of municipal water and wastewater works;
- Knowledge of technical resource documents for water and wastewater treatment and collection activities;
- Skilled in working with and around high voltage control panels that operate system wells, pump stations, and treatment facilities;
- Skilled in working effectively and safely around chemicals used to collect samples and in the treatment of water and/or wastewater. Some chemicals may be toxic;
- Skilled in working effectively with and around high pressure cleaning equipment and with power equipment for the maintenance and cleaning sewer lines;
- Ability to effectively communicate whether orally or in writing at all levels professionally and including individuals from various socioeconomic, ethnic and culturally diverse backgrounds;
- Ability to establish and foster effective working relationships;
- Ability to provide general supervision and directions to lower grade operators and technicians, as needed;
- Ability to organize and prioritize, and to work independently, at times under time constraints and deadlines;
- Ability to adhere to safety standards and practices;
- Ability to effectively work around moving equipment such as pumps, valves, motors and blowers;

- Ability to effectively and safely work in confined space situations such as manholes, pump stations, wet wells, dry wells, and storage tanks up to twenty feet (20') deep for maintenance on controls, pumps, and valves;
- Ability to climb water tank and construction ladders up to twenty feet (20') high;
- Ability to operate aerial lift equipment as needed;
- Ability to be on call after hours and weekends when scheduled without direct supervision;
- Ability to be flexible in the face of change.

### **PHYSICAL REQUIREMENTS**

*This classification involves work that may require:*

- The physical abilities to traverse uneven terrain, climb ladders, perform repairs on equipment, wear a respirator and use potable water utility equipment;
- Vision sufficient to read technical, legal and regulatory documents, periodicals, computer screens, computer print outs, business correspondence, audio visual materials, and other documents encountered in the course of work;
- Hearing sufficient to hear conversational levels in person and over the phone or radio;
- Speech sufficient to make oneself heard and understood in person, in front of groups, in meetings, and over the telephone or radio;
- Mobility sufficient to kneel, bend and stoop repeatedly, walk long distances, and safely work in both office settings and outdoor environments;
- Dexterity sufficient to safely operate equipment including computers;
- Strength sufficient to lift, carry and move sixty (60) lbs.;
- Endurance sufficient to sit, walk and stand for extended periods, and maintain efficiency throughout the entire work shift and during extended work hours.

### **WORKING CONDITIONS**

- Work is regularly performed in both an inside environment and outside weather conditions which can include rain and extreme heat, near moving mechanical parts and there is occasional exposure to wet and/or humid conditions and to vibration.
- Work may require travel to manage projects or to attend meetings, training events, etc.;
- The noise level is varied; it can be usual to that of an inside office environment and outdoor can be potentially loud particularly when equipment is operating;
- The work environment can be near moving mechanical parts and/or in the presence of vibration.
- The employee is often required to walk over uneven flooring or outdoor terrain;
- The employee may be required to work outside normally scheduled hours and/or assigned to report to a specific location for training and/or meeting attendance;
- While performing the duties of this job, the employee is frequently required to sit and talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms;
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions and duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and duties.
- The Town of Clarkdale is a drug-free, smoke-free work environment.

SUCCESSFUL COMPLETION AND CLEARING OF A POST OFFER, PRE-EMPLOYMENT SCREENING PROCESS (AT THE TOWN'S EXPENSE) IS MANDATORY, CONSISTING OF DRUG TESTING AND BACKGROUND CHECK. THE TOWN OF CLARKDALE IS AN EQUAL OPPORTUNITY EMPLOYER (EOE).

*This 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 Town and requirements of the job change.*