

POSITION DESCRIPTION

Wastewater Plant Operator

ORGANIZATIONAL STRUCTURE

Chairman of the Board and the Board of Directors

Kurt Nielsen – Plant Manager

Rachel Willey – Office Manager

GENERAL PURPOSE

Performs a variety of unskilled or semi-skilled maintenance work, and operates a variety of equipment in the operation, repair, maintenance of the Meeker Sanitation District facilities and systems and other duties as assigned by the Plant Manager. Participates in the day-to-day operation of unskilled and semi-skilled maintenance work involving collection system, general maintenance and operations.

SUPERVISION RECEIVED

Employee works under the immediate supervision of the Plant Manager and Assistant Plant Manager.

MINIMUM DUTIES AND RESPONSIBILITIES

Maintains Meeker Sanitation District facilities including, for example, spraying weeds, mowing grass when required, flags traffic when necessary, responsible for maintaining a variety of records relating to inspections, maintenance, and operations activity, as assigned.

Determines the location of sewer lines and responds to Utility One Call in accordance with State Law.

Ensures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.

Drives truck hauling sludge and Jet truck as needed. Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to supervisor, cleans and repairs small equipment when required. Performs all duties in conformance to appropriate safety and security standards. Performs required labor involved in maintenance projects as part of a crew, including manhole and line cleaning.

Operates a variety of power construction and maintenance equipment used in the sewer district.

Such other duties as directed.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A.) Graduation from high school education or GED equivalent, and
- (B.) Any equivalent combination of education and experience.

Necessary knowledge, Skills, and Abilities:

- (A.) Some knowledge of equipment, facilities, materials, methods and procedures used in maintenance, construction, and repair activities:
- (B.) Skill in operation of some of the listed tools and equipment.
- (C.) Ability to perform heavy manual tasks for extended periods of time: Ability to work safely. Ability to communicate effectively verbally and in writing: Ability to establish and maintain effective working relationships with employees, other entities and the public: Ability to understand and carry out written and oral instructions.

SPECIAL REQUIREMENTS

A valid state driver's license and CDL certification is required, or ability to obtain one within six months. Must obtain Class D Wastewater License and Class 1 Collections License within two testing cycles of employment.

All these requirements are the employee's responsibility.

TOOLS AND EQUIPMENT USED

Motorized vehicles and equipment, including pickup truck, utility truck, sludge truck, pumps, compressors, sanders, common hand and power tools, shovels, wrenches, detection devices, mobile radio.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job but are not limited to only these.

While performing the duties of this job, the employee is regularly required to use hands to handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is required to walk, sit, climb, or balance, stoop, kneel, crouch, or crawl, and smell.

The employee must frequently lift and/or move up to 50 pounds repetitively and occasionally lift and/or move up to 100 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.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions created by wastewater and vibrations. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock (PPE provided). The noise level in the work environment is usually loud.

SELECTION GUIDELINES

Formal application, rating of education and experience: oral interview and reference check.

A physical examination is required prior to beginning job.

Drug and alcohol testing are required prior to employment.

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 and requirements of the job change.

EMPLOYEE FRINGE BENEFITS

STARTING WAGE

\$15.00 to \$28.00 hourly. Wage will be determined upon qualifications and education

SOCIAL SECURITY

In accordance with State/Federal Law

UNEMPLOYMENT COMPENSATION

Premiums paid by employer

RETIREMENT

Public Employees Retirement Association (PERA)

Mandatory contributions affective immediately

Contribution rate is 9% of gross wages from the employee's payroll check, District pays 14.73%.

PERA offers other programs, such as life insurance, 401(k), survivor benefits, disability program, long term care insurance program, etc.

VACATION

Vacation leave with pay will be granted per month to all regular employees who have been in the district's employment continuously for six months. Accrual of vacation leave will begin the first day of the month hired, if hire date is before the 15th of the month, or the first day of the following month if hire date is the 15th or later.

1 day through 5 years	8 hours/month	96 working hours/year
6 years through 10 years	10 hours/month	120 working hours/year
11 years through 15 years	12 hours/month	144 working hours/year
16 years through 19 years	14 hours/month	168 working hours/year
20 years and over	16 hours/month	192 working hours/year

SICK LEAVE

Sick leave starts accruing immediately upon employment, 8 hours per month for full time employees, for a maximum of 960 hours, 120 days.

HOLIDAYS

The Board decides at the beginning of every year the holidays for that year.

HEALTH AND LIFE INSURANCE

The District pays 100% for full-time employees and dependents.

EDUCATION AND TRAVEL

Meeker Sanitation District pays mileage or provides a vehicle for travel required by the district. The district is proactive by insuring the employees of the district have every opportunity and providing funding for education and travel to obtain the necessary licenses.

POLICIES

Policies must be read, and employee must comply with policies

HOURS OF WORK

Hours of work are determined by the operational needs of the district.

PAY PERIODS

Employees are paid biweekly (every two weeks) with pay day on Thursday every other week.