**Job Description**

**Job Title: Potable Water/Wastewater**

**Equal Employment Opportunity Statement**

This Company is an equal opportunity employer and shall not discriminate against applicants, or Employees for race, color, religion, age, sex, national origin, disability or other reasons prohibited by law.

**Policy:**

It is this Company’s Policy for Employees to accept, acknowledge and agree with the duties and responsibilities listed in the Job Description.

**Procedure:**

1. Employee shall read and sign the Job Description acknowledging understanding and agreement with Work Duties.
2. The signed Job Description will be placed in the Employees File.
3. The duties and responsibilities listed below shows the *minimum* required. The Company may revise the duties, responsibilities and schedule as needed and agreed with Employee.

**Job Summary:**

Maintains water treatment, wastewater collection, potable water storage and distribution systems in good working order compliant with Company Policies, Local, State and Federal Regulations; performs a variety of semi-skilled and skilled technical tasks, monitors plant operations, collects samples, reviews reports and results of analyses, makes adjustments to treatment and/or operations, evaluates data and issues reports and notices as needed and required; position is full-time employee; must communicate courteously and respectfully with customers, co-workers and others

**Chain of Command:**

General Manager, Board of Directors

**Qualifications:**

Prefer at least high school Diploma or GED and related work experience; must possess and maintain Class D Water Treatment Certification and Class II Wastewater Treatment Certification; must be in good physical condition, able to read, write, and follow oral and written instructions at a literacy level necessary to accomplish work duties; must pass Alcohol / Drug Screens and have satisfactory Criminal History Background Check

**Equipment Used:**

Trucks, tractors, recorders, flow meters, other quality monitoring equipment

**Work Environment:**

Works 80-90% outdoors

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**Duties and Responsibilities:**

 1. Learns, complies with Company Policies from Employee Handbook

 2. Protects the confidentialityof Employees’ Protected Health Information (PHI) as required by the

 Health Insurance Portability Accountability Act (HIPAA) as amended by the Health Information

 Technology for Economic and Clinical Health (HITECH) Act

 3. Practices safe work procedures when lifting or moving heavy items; gets assistance with lifting anything

 over 50 pounds

 4. Must immediately report any personal or co-worker’s work-related accident to Manager

 5. Complies with all applicable Local, State and Federal Laws and Regulations

 6. Communicates courteously and respectfully with customers, Employees, Board Members and others

 7. Attends meetings, in-services, workshops, as requested

 8. Complies with Dress Code and reports for work in uniform

 9. Complies with and maintains Safety Standards and procedures according to Local, State and Federal

 Laws and Regulations

**Wastewater Systems Duties:**

 1. Monitors performance of all equipment, gauges and charts in treatment facilities and pump stations

 2. Refers defective equipment and needed repairs to Manager and/or Board

 3. Records data regarding plant operations

 4. Reviews lab results for trends and maintains accurate records and test results

 5. Evaluates data and issues oral and written reports as required

 6. Collects samples pursuant to Local, State and Federal Regulations and requirements

 7. Collects test samples for evaluating Plant efficiency

 8. Ensures plant operates within required standards

 9. Calibrates, modifies, or repairs instrumentation and control equipment including recorders, flow meters

 and other quality monitoring equipment

10. Responds to complaints regarding wastewater facilities; evaluates and provides Manager with finding and

 recommendation

**Water Systems Duties:**

 1. Inspects and/or repairs Chlorine machine and other Water Treatment equipment

 2. Inspects and reports conditions of Pumping Stations, wells, meters, towers, tanks, valves and other

 elements of the water supply and distribution systems, ensuring all are proper functioning

3. Refers defective equipment and needed repairs to Manager and/or Board

 4. Collects test samples and maintains proper operation of Water Treatment equipment

5. Maintains records regarding Inspections, DMR’s, water supply, consumption, treatment, etc.

6. Reports to Manager and Board when Boil Water Notice is to be issued and performs sampling to obtain

 release from Boil Water Notice

 7. Trains and assists in training Employees to increase their knowledge and skills regarding maintenance,

 construction and repair of water facilities

**Monthly Samplings:**

 1. Collects three (3) monthly water samples and provides to County Health Department

 2. Maintains a log of monthly sample results

 3. Re-samples sites along with two (2) additional sites within five (5) houses up-stream and downstream of a

 bad monthly sample

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**Duties and Responsibilities:**

**Monthly Samplings:**

 4. Collects a minimum of four (4) additional samples during the next month after a bad monthly sample

 5. Maintains a record of monthly and Boil Water Samples in Consultant’s Log Book

 6. Maintains returned sample cards from Health Department in Office for five (5) years

**Boil Water Notices:**

 1. Notifies Manager and Board of Boil Water Notices due to loss in system pressure caused by major leaks

 2. Posts Boil Water Notice any time a part of the system drops below twenty (20) PSI

 3. Collects samples the following day after a good flush of the area via fireplug or nearest blow-off valve

 4. Continues sampling until two (2) consecutive days of clear samples; any bad sample voids that day and

 sampling process must be re-started

 5. After two (2) consecutive days of clear samples, notify the Manager and Board of status

 6. Two (2) days of clear samples received from the Health Department are sufficient to lift Boil Water

 Notice

**Routine Samplings:**

 1. Collect samples three (3) times per week at random sites throughout the system in order to maintain a

 good residual Chlorine in the system and at the end of distribution lines

 2. Maintain a minimum Chlorine residual of 0.50 mg/l at the end of distribution lines

**Other Routine Duties:**

 1. Routinely inspect lagoons

 2. Coordinate annual testing of Cross Connection Program; notifies customers via mail and number of RP’s

 3. Supervise Flushing Program – towers, dead ends, fireplugs and blow-off valves

 4. Regularly check Chorinators and Exercise Valves

 5. Order and change out cylinders as required for proper operation

 6. Routinely check wells

 7. Report all leaks as required

 8. Assist in locating for MS One Call

 9. Acquire Dig Permits

10. Conduct bi-annual Radon and Nitrate sampling

11. Routinely inspect towers

12. Assist in Project-Planning and Inspections

13. Supervise updating of maps

**Essential Physical Duties:**

 1. Lifts and carries up to 50 lbs., equipment, tools, building supplies

 2. Lifts and carries over 50 lbs., Only with assistance of another person, or dolly

 3. Reaches above shoulder height and below waist height: various work tasks and repairs

 4. Grasping: Tools, equipment, steering wheels, pipes, etc.

 5. Torquing: Opening containers, tightening screws, bolts, etc.

 7. Twisting: Plumbing, using equipment

 9. Bending: Collecting samples and other tasks

10. Squatting: Collecting samples and other tasks

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11. Kneeling: Collecting samples and other tasks

12. Crouching: Collecting samples and other tasks

13. Climbing: Using ladder as needed

14. Standing: Stands and walks up to 80-90% or more of workday

15. Sitting: Some sitting occurs reviewing reports, meetings, driving vehicle

**Cognitive Requirements:**

 1. Talking: Communicating with customers, co-workers, Management and others

 2. Hearing: Communicating with customers, co-workers, Management and others

 3. Sight: Reading regulations, work orders

 4. Smell: Detection of smoke, natural gas or gasoline for safety

**Occupational Exposures:**

Minimal risks of contact with Hazardous Substances and Materials such as paint, motor oil and gasoline are possible. If direct exposure occurs to skin, eyes, or mouth, see Manager for First Aid procedures provided in Safety Data Sheet.

**Acknowledgement:**

Reasonable effort has been made to provide a comprehensive Job Description. However, the above listed duties and responsibilities are in no way intended to state or imply that these are the only requirements. The absence of any other specific duties does not exclude them if additional duties are needed or if the Employee is needed for temporary or long-term changes in responsibilities.

My signature below acknowledges that I have read this Job Description. I agree with and understand the duties, responsibilities and physical requirements. I certify that I meet all the qualifications and can fully perform all duties of this position.

*Employee Signature Date*