

POSITION: Water - Wastewater Technician

Primary Purpose: Serve as responsible member for operations of the Water and Wastewater Division.

Supervision: Under the general supervision of the City Administrator and direct supervision of the Public Works Director.

Essential Duties and Responsibilities:

1. Responsible for the completion of monthly water meter route sheet(s) for all residential and commercial accounts.
2. Install, maintain and repair water meters and lines to include: digging, bedding, back-filling, landscaping and seeding work sites.
3. Perform maintenance and upkeep of water and wastewater facilities and equipment.
4. Assist in the collection and processing of water and wastewater samples in accordance with Department of Natural Resources standards.
5. Ensure water tower levels, proper pressure and chemical balance in system.
6. Check and maintain wastewater lift station(s), pump station(s), grinder pump(s), gravity and pressure lines.
7. Utilize Sewer-Jet machine to clean and maintain sewer lines, manholes and wet wells.
8. Complete utility work orders, as directed.
9. Prepare and submit clear and accurate written and oral reports, as required, to provide technical advice to various municipal departments, the mayor and city council.
10. Attend in-service training/certification sessions as deemed appropriate by supervisor.
11. Perform all other duties as assigned.

Minimum Qualifications:

KNOWLEDGE

Comprehensive knowledge of modern principles, methods, techniques, and procedures in the maintenance of water and wastewater operation systems.

ABILITIES

Perform effectively as a member of a team in carrying out the directed activities without posing a direct threat to the health and safety of others. Ability to obtain a "Class C" Certificate of Competency for Water Systems Operations or "Class D Wastewater Operator Certification through the Missouri Department of Natural Resources. Ability to demonstrate professional disposition, appearance and attitude; ability to follow oral and written instructions; ability to communicate effectively both verbally and in writing with associates and the general public.

EXPERIENCE, EDUCATION AND TRAINING

A high school or general education diploma.

ESSENTIAL FUNCTIONS

Memorize and retain information, effectively communicate through written and verbal skills. Time management skills. Cognitive and analytical skills, handle stressful situations, quickly access or judge situations, make decisions under pressure in areas of responsibility.

MISCELLANEOUS REQUIREMENTS

Must successfully complete a background investigation. Must be a dependable person due to the small size of the work force. Must pass a pre-employment substance abuse screening and will remain subject to random screenings.

Duties described above document the general nature and level of work, but are not intended to be a comprehensive list of all activities, duties or responsibilities required of job incumbents. Consequently, job incumbents may be asked to perform other duties as required.