

JOB TITLE: Water/Wastewater Technician 2

DEPARTMENT/DIVISION: Maintenance Department

REPORTS TO: Public Works Supervisor

GENERAL JOB RESPONSIBILITIES

Account for operations of the water/wastewater treatment plant processing and perform assigned operations and maintenance responsibilities at the water/wastewater treatment facilities in accordance with established procedures. Perform maintenance activities on water distribution and wastewater collection lines, including all related components and other duties as assigned.

SPECIFIC JOB RESPONSIBILITIES

1. Deliver potable drinking water to the consumers and provide continuous effective treatment of collected wastewater in compliance with United States Environmental Protection Agency (EPA) and Pennsylvania Department of Environmental Protection (DEP) regulations; secure the procurement of materials and supplies in accordance with established policies as required to accomplish the same; maintain records as required by EPA and DEP.
2. Perform manual labor and operate automatic and power-driven equipment including but not limited to trucks, sewer cleaning machines, and water line tapping equipment in the maintenance and repair of water distribution and wastewater collection lines, including all related components as directed by the Public Works Supervisor.
3. Communicate specific instructions to direct and review the work of other personnel assigned to perform water/wastewater treatment process operation; refer any personnel matters to the Public Works Supervisors.
4. Implement and maintain standard water and wastewater treatment process control operating procedures.
5. Perform water service turn-ons, turn-offs, and related work as requested.
6. Install, remove, repair, inspect, and test water meters and remote water meters to assure accurate functioning; perform plumbing activities as assigned.
7. Account for all assigned materials, tools, and equipment; perform specific maintenance and inspections in accordance with established procedures; maintain

- records as required to accomplish the same. Initiate the procurement of materials and supplies as required to perform job responsibilities.
8. Coordinate preventive and emergency maintenance and repair of assigned equipment with other maintenance personnel to assure the continuous delivery of potable drinking water to the consumers and the continuous effective treatment of collected wastewater.
 9. Assist in the development of policies and procedures; review the work of other personnel to assure established safety procedures are followed.
 10. Analytical examination of water as required by the standard operations procedures; perform sample collection in accordance with established procedures; coordinate required performance of analytical examinations with any private laboratories in order to meet established deadlines; maintain records as required to accomplish the same.
 11. Confer on a regular basis as needed with the Public Works Supervisor, and Project Manager as circumstances warrant.
 12. Perform other work activities as assigned.
 13. Respond to emergency call-outs after regular working hours when requested.

REQUIRED CREDENTIALS

1. Proven skills in the efficient operation of water/wastewater treatment processes.
2. Working skills in plumbing or mechanical trades.
3. Ability to perform hard manual labor and climb high structures.
4. Hold valid PA DEP Wastewater License, Class B subclassification 1, 4.
5. Hold valid PA DEP Water License, Class C subclassification 2, 7, 8, 11.
6. Completion of 120 hours PA DEP approved Water/Wastewater Operator Training.
7. Hold valid PA Class B Commercial Driver's License.
8. Minimum three (3) years experience in operations and maintenance of water and wastewater treatment plants, including two (2) years experience in process control operations at the Mifflinburg water and wastewater system.

9. Ability to deal effectively with the public.
10. Ability to operate heavy equipment such as front loaders, skid loaders, forklifts, and single axle dump trucks.
11. Earned high school diploma or GED.
12. Proven skills in the operation of vehicles and equipment utilized in water/sewer system work activities.
13. Minimum one (1) year experience in maintenance and construction of water distribution and wastewater collection systems.

REQUIRED PHYSICAL AND MENTAL CAPABILITIES

1. Ability to understand complaints and deal with the public in a courteous fashion.
2. Ability to lift objects weighing as much as 100 lbs.
3. Ability to remain on one's feet while working for periods as long as 5 hours.
4. Ability to perform heavy manual labor.
5. Ability to climb and descend from stairs and ladders as high as 40 feet.
6. Ability to perform work on elevated structures and in confined spaces.
7. Ability to bend, reach, and squat to perform operations and maintenance tasks.
8. Ability to hear and communicate on the telephone, 2-way radio, and in person.
9. Ability to view and complete operations and maintenance reports and documents.
10. Ability to perform complex mathematical calculations and solve geometric equations as used in the preparation of required water and wastewater system process control and reporting systems.
11. Ability to speak, write, and understand English.
12. Ability to perform physical functions that require full use of both hands and feet.