

CITY OF UKIAH
WATER AND WASTEWATER OPERATOR

GENERAL DESCRIPTION

This position will be responsible for maintaining the City's water system. This includes reading water meters within the city's Water System, downloading all meter reads to computer for billing, taking water samples, reading main water meters and any general maintenance.

This position will be responsible for the City's Wastewater System. This will include be certified as a Small Wastewater System Operator within one year. Principle duties will be to monitor daily the system usage and report, summer and fall irrigation of lagoons and any general maintenance.

This position shall work under the supervision of meter reader/ maintenance person and contract System Operator and with direction of the City Council and City Recorder.

This is a trainee position until full certification.

This position is year-round but not full-time.

PRINCIPLE DUTIES

Water System

- Read all water meters in spring, summer and fall; meter reading may be suspended in winter.
- Upload route information and download to City billing computer.
- Identify maintenance issues; fixing any issues.
- Report damaged or non-functioning meters to System Operator to be replaced.
- Read main water meter at Booster Station
- Take monthly water samples
- Attend annual training .

Wastewater System

- Read meter at Lift Station, daily
- Respond to any system alarms.
- Set up and remove irrigation at Lagoons.
- Prepare for Small Wastewater System certification within one year.
- Attend annual training.

DEMANDS OF POSITION

- Work will be primarily outdoors, sometimes in extreme weather.
- Requires mobility to stoop, kneel and crouch on a regular basis.
- Requires moving materials weighing up to 50 pounds on a regular basis, such as parts and equipment and may infrequently require moving materials weighing over 80 pounds.
- Requires sufficient hand-eye coordination and hand and finger dexterity including the ability to grasp and have visual acuity to operate equipment and to read technical and safety information.
- Most duties will expose incumbent to all types of weather, dirt, oil, chemicals and noise.
- Must wear hearing and eye protection.
- Must wear safety vest for identification.
- Must have Hepatitis A&B shot, paid by City.
- Prepare to take Small Wastewater System Certification within one year of employment, paid by City.

EXPERIENCE AND TRAINING

- Must have computer knowledge and ability to learn new computer programs as related to water systems billing.
- Must have high school diploma or equivalent.
- Must have valid Oregon Driver's license.
- Must pass background check, prior to employment.
- Must have experience and sufficient education to insure the ability read and write and math skills able to compute formulas.