



JOB DESCRIPTION

POSITION TITLE: Water & Sewer Operations Lead
REPORTS TO: Water & Sewer Superintendent
EMPLOYMENT CLASSIFICATION: Full-time

DEPARTMENT: Water and Sewer
FLSA CATEGORY: Non-Exempt
PAY TYPE: Hourly – Grade 7

POSITION SUMMARY

This position is responsible for supervisory, technical and manual work in all tasks involving the installation, maintenance, and repair of Sanitary District facilities (wells, filters, lift stations and both the sanitary sewer collection system and the water distribution system). Supervision is exercised over a small-sized crew of utility operators, laborers, and seasonal maintenance employees. Work is performed with considerable independence within established policies and procedures, and is reviewed by the Water & Sewer Sanitary District Superintendent through conferences, reports, and results obtained.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Organize and prepare weekly work schedules with the Superintendent.
- Maintains time and material records.
- Provide on-call assistance for water and sewer repairs.
- Recommends equipment repairs.
- Recommends ordering of supplies.
- Supervises the work of system operators and maintenance workers in water and sewer repairs and restorations.
- Supervises the work of system operators and maintenance workers in the cleaning of sewers and maintenance of valves and hydrants.
- Inspects work in progress to assure conformance with instructions and standards.
- Performs routine equipment maintenance and minor repairs.
- Works together with the Public Works and Parks crews to carry out maintenance and repair of all Town equipment, roads, ditches, storm sewers, parks, properties, trails and buildings.
- Works at the town hall and public works performing electrical and HVAC and grounds repairs.
- Assists Water Superintendent in preparing and maintaining town preventative maintenance programs.
- Create a good working environment for the public works and be aware of presenting high-quality public relations with town residents when carrying out Sanitary District projects.

- Enforces safety with Sanitary District and Public Works and Parks crews and makes recommendations on safety program.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of

- Working knowledge of the materials, machines, methods, techniques, and equipment used in the operation, maintenance, and repair of water supply systems and sewer conveyance/pumping systems.
- Working knowledge of the current principles and practices of water plant chemistry, engineering and management are needed. Knowledge of how to conduct required water plant chemical and bacteriological tests.
- Working knowledge of the occupational hazards and safety precautions associated with water and sewer utility operations.
- Working knowledge of the methods, materials and equipment used in sewer construction, highway construction and maintenance work.
- Understand and able to trouble shoot SCADA and computer usage.
- Know the importance of maintaining sewer and water plant records.

Ability to

- Maintain effective working relationships with a diversified group of people under trying and stressful conditions.
- Communicate courteously and professionally to reflect a positive image of Greenville to its customers and the public.
- Access and interact through in-house and remote locations with computer control systems.
- Analyze, evaluate, and recommend sound solutions to problems of routine nature.
- Read schematic drawings at a minimum level.
- Effectively operate a computer, tablets PCs and Arc GIS Online Software.
- Research, interpret, explain, and correctly apply policies, rules, regulations, and procedures.
- Work independently and efficiently.
- Adjust work schedule to necessary duties.
- Handle confidential matters.
- Attain first aid and CPR certification.
- Work shifts including weekends and holidays as assigned.
- Exercise independent judgment based on available information when necessary.
- Analyze and diagnose treatment and pumping process problems and anomalies.
- Read engineered plans, blueprints, reports, memoranda, and other written communications in English.
- Perform arithmetic calculations to determine process flow, level, and pressure set points, process loadings, treatment performance, and chemical feed requirements.
- Utilize computer interfaces for SCADA and reporting software to enter data, modify process set points, analyze production trends, and produce process and regulatory reports.

- Understand and follow oral or written instructions.
- React promptly and efficiently in emergencies.
- Perform laboratory analytical procedures according to method protocols and quality standards.
- Perform tasks requiring frequent standing, climbing, reaching, squatting, bending, pushing, pulling, lifting and carrying for extended periods.
- Maintain effective relations with other employees and deal with the public in a courteous and tactful manner.
- Use a variety of hand and power tools.
- Perform all duties in a safe manner consistent with department and city safety policies and procedures.
- Follow confined space entry procedures.
- Use a variety of personal protective equipment effectively, including respirators and self-contained breathing apparatus (SCBA).

REQUIRED EXPERIENCE, EDUCATION AND TRAINING

- Graduation from high school; demonstrated experience in the installation, maintenance, and repair of water mains, services, meters, and related appurtenances; or any equivalent combination of education and experience providing the knowledge, abilities, and skills listed above.
- Possession of a DNR Certificate as a Class D-1 Water Distribution Operator and have a minimum of five (5) years of related experience in operation and maintenance of a water distribution system with continuing education in Water Distribution.
- Valid Commercial Driver's License including a Tanker Endorsement.

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, use hands and fingers to handle or feel; reach with hands and arms; stoop, kneel, carry, twist, crouch; talk and hear. The employee is occasionally required to sit, climb, balance, or smell, and may be required to work in high places. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee must be able to adjust from one schedule to another at short notice and be able to maintain attention to task in overtime situations. Ability to work under adverse weather conditions.

ENVIRONMENTAL ADAPTABILITY:

While performing the duties of this position, the employee is regularly exposed to outdoor weather conditions; regularly walks over uneven terrain such as construction sites; in close proximity to heavy construction equipment and trucks during site inspection work. The noise level in the office work environment is generally low, however, exposure to very loud noises may occur during the inspection of construction sites as well as being exposed to fumes and airborne particles.

The Town of Greenville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

This job description is intended to describe the functions and minimum requirements for the performance of this job. It is not to be construed as an exhaustive statement of all duties, responsibilities or requirements. In addition, the Town reserves the right to add, change or delete functions of this position at any time. This job description supersedes all previous job descriptions for this position.

*Town Board Approval: September 24, 2018
Revised Wage Grade June 10, 2019*