

WRRF Operator

Non-Exempt

Reports to: WRRF Superintendent

Supervises: None

Assists with: Other duties as required

Salary Range: 75k-115k

General Statement

Under the direction of the WRRF Superintendent, perform skilled work in the operation of District Membrane Bio Reactor (MBR) wastewater treatment plant. Work varies, requires significant individual judgment within prescribed standards and procedures.

inspect and perform repair work on WRRF facilities and equipment; monitor, maintain and keep various records pertaining to water system operations. Exercise independent judgment and initiative within established guidelines.

Ability to lift items of up to 75 pounds to level of waist; small motor skills; sense of touch and smell; ability to hear and give verbal instructions; walking on hard and uneven surfaces; climbing and working on ladders and scaffolding; frequent bending, squatting and kneeling; work in confined space or cramped body position; ability to read instructions and write information on reports; some exposure to chemicals; work in extreme weather conditions. Ability to read and follow verbal and written instructions. Operate and maintain water distribution pipelines, production wells, booster stations, water storage tanks, to ensure optimal functionality. Utilize SCADA systems, GIS software, and various tools, platforms, and machinery to monitor and manage the water distribution and sewer collection systems. Work collaboratively with other District staff, contractors, and vendors to coordinate maintenance and repair activities. Inventory and order supplies, replacement parts, and professional services with the Water Superintendent's approval.

Essential Duties and Responsibilities

- Assists WRRF Superintendent in planning, scheduling, document retention and directing the administration of the district.
- Prepares required reports and maintains completed record keeping procedures.
- Assists in Standard Operating Procedures (SOPs) development and implementation.
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas.
- Responds to citizens' questions and comments in a courteous and timely manner.
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities.
- Communicates with all related personnel in efforts to encourage, motivate, promote leadership, and encourage teamwork in accomplishing set forth objectives.
- Performs other duties consistent with the role and function of this classification.
- Respond to emergency calls, including weekends and holidays, identifying system failures or leaks, and take appropriate corrective actions to ensure minimal disruption to services.

- Regularly inspect, maintain, and repair infrastructure components such as motors, pumps, valves, and pipelines.
- Establish and maintain effective working relationships with others, and coordinate work assignments with other District staff.
- Operate, repair, and maintain water plant facilities and equipment.
- Collect water and wastewater samples for laboratory analysis and perform necessary field tests to monitor system quality and compliance with regulatory standards.
- Read and interpret gauges and other recording devices reflecting water system operations.
- Read, write, and perform mathematical calculations at the level required for job performance.

PREFERRED SKILLS, KNOWLEDGE AND ABILITIES

- Basic computer skills: Email, Microsoft Excel and Word
- Principles and practices of water system and collection system operations.
- Proper methods, materials, tools and equipment used in wastewater & waterworks, maintenance and construction.
- Operating principles of valves, pumps, motors, and various types of electrical and electronic equipment.
- Adhere to all safety regulations and protocols, use proper personal protective equipment (PPE) and ensure a safe working environment.
- Maintain accurate records of system operations, maintenance activities, sample results, and equipment calibrations.
- Ability to read instructions, write information on reports, and follow verbal and written instructions.
- Read, write, and perform mathematical calculations at the level required for successful job performance.

Basic Qualifications

- High school diploma or GED
- 1 to 5 years' experience, trade school or college education
- Valid Montana Driver's License

Ideally you will also have:

Certifications such as Montana Class 1C Wastewater Treatment operator certifications, or equivalent certifications from other states, or the ability to obtain certification within 2 years of hire. The ideal candidate will also demonstrate a commitment to safety, effective communication skills, and the ability to work collaboratively with others.

- Ability to quickly learn district policies and procedures.
- Ability to effectively maintain and direct the maintenance of accurate records and files.
- Ability to establish and maintain effective working relationships with the General Manager, Board of Directors, District Attorney, other elected officials, members of boards and commissions, various government agencies, other District employees, and the public.
- Ability to deal with a wide range of people, including situations in which individuals may be upset over some issue involved with district activities and/or policies.
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language.

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- Ability to understand and follow oral and/or written policies, procedures, and instructions.
- Ability to effectively lead, motivate, and supervise the work of departmental personnel.
- Ability to prepare and present accurate and reliable reports containing findings and recommendations.
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks.
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.
- Ability and willingness to quickly learn and use new skills and knowledge brought about by rapidly changing information and/or technology.
- Ingenuity and inventiveness and the use of the appropriate levels of discretion in the performance of assigned tasks.

Working Conditions & Physical Requirements

Exposure to loud noise and vibration, walking on slippery and hard surfaces, exposure to airborne dust, bending kneeling, squatting; frequent walking on uneven surfaces, uses sense of vision, hearing and smell to diagnose problems, climb and work on ladders and structures up to 50 feet in height, work in confined space or cramped body position; use fingers and hands with dexterity suitable for normal activities of this position, possess accurate vision acuity to perform duties; lifting of items weighing up to 75 pounds.

Must be able to sit, stand, stoop, twist, and bend at the waist, turn, kneel, squat, raise arms above shoulder height, grasp, reach, and perform repetitive hand movements and fine coordination to work on equipment, have sufficient vision, have hearing in the normal range with or without correction. In an 8-hour shift must be able to transport self across the facility, ascend and descend stair steps, lift objects up to 50 pounds from floor level to waist height, wear and use appropriate safety equipment.

I have read and understand my job description.

Employee Signature

Date

