

City of Fulton
POSITION DESCRIPTION

JOB TITLE: Wastewater Technician

DEPARTMENT: Wastewater

DATE: 3-2024

IMMEDIATE SUPERVISOR: Chief Wastewater Operator

SUMMARY: Position will assist with our on-going wastewater operations. Position will also install, maintain and repair sewer pipelines, taps, valves, and manholes, evacuate, shore trenches, and backfill, repair pumps and other equipment.

This position performs safety sensitive functions and therefore is subject to Random drug testing.

KNOWLEDGE REQUIREMENTS

- High School diploma or GED.
- Valid Missouri driver's license.
- **Ability to obtain Missouri commercial drivers license (CDL) within six months of hire.**
- Excellent customer service skills.
- Basic knowledge of the operation and maintenance of wastewater collection systems.
- Ability to obtain DNR wastewater certification.
- Runs CCVT Camera

ESSENTIAL FUNCTIONS:

- I. Collection Activities
 - A. Receives notification of a maintenance project, and determines and assembles the tools, equipment and supplies needed to complete the assignment assuring for thoroughness and safety.
 - B. Surveys the job site to secure area and posts signs assuring for safety.
 - C. Operates or assists in excavation procedures following all safety precautions.
 - D. Determines specific area of lines to be repaired/maintained and performs maintenance assuring for compliance with State Dept of Natural Resources and City regulations.
 - E. Deals with the public, contractors and internal staff in a professional and courteous manner.
 - F. Responds to requests by immediate supervisor in an accurate, complete and timely manner.
 - G. Performs the following procedures (but not limited to) in a skilled manner: hand digs around existing utilities to ensure that no lines are damaged, install all lines to the proper depth, ensures that all repairs are correct and complete.
 - H. Secures incomplete job sites at the close of the day and when called away from a job site, assuring for public safety and security of the project.
 - I. Follows all safety procedures including the use of all safety equipment.

- J. Assists in completing any required follow-up and paperwork steps to complete project.
 - K. Maintains an awareness of the operation of all related machinery and equipment required to operate the department assuring for thoroughness.
 - L. Operates the related machinery and equipment at a productive level assuring for safety and for the most appropriate use of the machinery and equipment.
 - M. Maintains awareness of the corrective & preventative maintenance procedure & schedule.
 - N. Completes or delegates the maintenance of the machinery or equipment.
- II. Plant Operations
- A. Operates filtering and chemical treatment equipment, coagulating and settling basins, and other plant facilities.
 - B. Performs wastewater treatment plant maintenance activities on shift.
 - C. Monitors wastewater treatment plant operations by reviewing records of activities and by reviewing and analyzing water sample test results.
 - D. Takes readings from measurement instruments; monitors chart recorders; takes samples of, and conducts tests on wastewater; mixes chemicals.
- III. Miscellaneous Activities
- A. In emergency situations, acts and performs in the absence of supervisor as needed, assuring for safety and professionalism.
 - B. Attends outside training programs and ongoing education within the department.
 - C. Maintains an awareness of and adheres to City policies.
 - D. Obtains required State wastewater licensure in a timely and reasonable manner.
 - E. Obtains a clear understanding of the lift station procedures.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor; subject to reasonable accommodations.

WORK ENVIRONMENT

- Above average accessibility of all work sites required for the position.
- Above average exposure to weather and temperature extremes.
- Above average exposure to chemicals and fumes.
- Average exposure to heights.
- Above average exposure to work safety hazards.
- Average amount of overtime/extended work hours required.
- Above average exposure to dust.
- Above average exposure to loud noises.

- Average exposure to darkness.
- Above average exposure to cramped spaces.

PHYSICAL EFFORT

- Normal physical mobility: movement from place to place on the job, considering distance and speed.
- Normal physical agility: ability to maneuver body while in place.
- Normal physical strength to handle routine office materials and tools.
- Normal physical strength to handle 50 lb. objects; may occasionally lift up to 100 lbs.
- Normal dexterity of hands and fingers.
- Normal physical balance: ability to maintain balance and physical control.
- Normal coordination, including eye/hand, hand/foot, etc.
- Normal endurance.