



Job Posting Announcement

Position Title: Water Reclamation Facility Operator I
Department: Utilities

POSITION SUMMARY

Under the supervision of the Water Reclamation Superintendent, the Water Reclamation Facility Operator I performs skilled and semi-skilled labor in the maintenance, laboratory and operation of the plant facilities. This employee handles the day-to-day operation for the wastewater system for the City of Ottawa, including checking equipment for proper operation, making repairs when needed, laboratory sampling and testing. The Water Reclamation Facility Operator I records and maintains daily log sheets and records of plant operations. The plant is operated seven days per week and weekend work is required on a rotating basis. Requires KDHE Certification. Operate, maintain and keep records of City lift stations.

How to Apply: Complete On-Line Application at www.HRePartners.com.
Pay Range: \$17.07-23.90 per hour depending on qualifications
Pay Grade: 15GH-9
Date Opened: May 30, 2017
Date Closed: June 25, 2017
Hours: Generally 7 am-4pm, on a rotating schedule.

Residency Requirement: Regular part-time and regular full-time employees shall, within one year of date of hire, establish and maintain residency within Franklin County or within a driving distance of 35 miles of the Ottawa City Hall, AND within the state of Kansas.

E-Mail Confirmation: After your application has been received by the City of Ottawa, you will receive confirmation by e-mail (if provided). Please check your SPAM filter or JUNK Mail for an e-mail from HumanResources@ottawaks.gov. If you have not received information within 48 hours of submitting your application, please call 785-229-3634 to verify application has been received.

Additional Information:

High school diploma or GED required.
One to three years of wastewater operator experience is preferred.
Requires a Kansas Wastewater Class I certification after 18 months.
Requires possession of a valid Kansas driver's license.
Must be insurable by the City's insurance carrier.

The City of Ottawa conducts background checks and drug screening on all potential candidates.

Anyone with a disability who needs a reasonable accommodation related to a selection process is requested to contact the Human Resources Department at 785-229-3634 at least two days prior to the scheduled test or interview.

The City of Ottawa is an Equal Employment Opportunity Employer. The City of Ottawa is a nationally recognized Playful City USA community.



JOB DESCRIPTION

Job Title	Water Reclamation Facility Operator I
Department	Utilities/ Water Reclamation Facility
Reports To	Water Reclamation Facility Superintendent
FLSA Status	Non-Exempt (eligible for overtime pay)
Salary Grade	9
Retirement	KPERS
OSHA	Bloodborne Pathogens, Hazard Communication, Confined Space
Last Update	February 2017

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 may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Summary

Under the supervision of the Water Reclamation Facility Superintendent, the WRF Operator I performs skilled and semi-skilled labor in the maintenance and operation of Water Reclamation Facility and lift station.

Essential Job Functions

- Operate various types of motorized vehicles, equipment, pumps, motors, and related machinery.
- Collect samples at sources of supply and perform technical, bacteriological, and chemical examinations of raw, settled, and filtered sewage samples.
- Prepare and maintain equipment used for laboratory testing; keep accurate records of lab data.
- Inspect and maintain lift stations. Check equipment daily for proper operation, grease bearings, change filters, and troubleshoot/correct malfunctions.
- Prepare necessary written documentation and reports.
- Perform general building and grounds maintenance work; mow grass and remove snow/ice with Bobcat, snow blower, and/or shovel.
- Climb ladders/stairs to access remote areas of plant and lift stations.
- Maintain ultraviolet disinfection system: clean/replace lamp sleeves, lamps, plugs, ballasts, and sleeve wipers.
- Prepare waste sludge for transfer to landfill: reduce water content, convert from liquid to solid form, and set/operate belt press.

Ancillary Job Functions

- Observe operation of plant equipment and ensure proper treatment of wastewater; make adjustments or repairs as needed.
- Notify Superintendent when supplies are needed.
- Serve on emergency call-in system.
- Comply with all City ordinances and practices.
- Assist other departments and perform other related duties as assigned.

Education and Experience – An equivalent combination of education, training, and experience will be considered.

- High school diploma or equivalent.
- One to three years of wastewater operator experience is preferred.
- Must progressively acquire Wastewater Operator certification by the Kansas Department of Health and Environment up to and including Class II within 12 months of the first eligibility date for obtaining a given certification level. Class IV certification preferred by five year employment anniversary.
- Must maintain a valid driver's license and be insurable by City's carrier

Knowledge, Skills, and Abilities which may be representative, but not all-inclusive, of those commonly associated with this position.

- Basic knowledge of electrical, mechanical, and biological systems.
- Knowledge of chemistry, mathematics, chemicals, gases, and laboratory testing equipment.
- Ability to operate heavy equipment, pumps, and other related equipment.
- Ability to operate computer systems.
- Ability and willingness to work rotating and extended shifts.
- Strong verbal and written English communication skills.
- Ability to establish and maintain successful working relationships with other employees, City officials, businesses, and the public.
- Ability to effectively organize and prioritize work as well as concentrate on multiple tasks simultaneously.
- Ability to work under general supervision and make responsible decisions.
- Ability to use good judgment and think quickly and rationally in difficult or stressful situations.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- May be required to work in confined spaces, hazardous traffic conditions, or high/dangerous places.
- May be exposed to wet/humid conditions, inclement outdoor weather, vibration, mechanical oils, airborne particles/fumes, moving mechanical parts, risk of electrical shock, potentially hazardous bodily fluids, potentially hazardous or cancer-causing agents/chemicals, or loud noise levels.

Physical Abilities commonly associated with the performance of the functions of this job. The physical demands described below 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 essential functions.

- Must be able to sit, talk, hear, feel attributes of objects, grasp, push, stand, walk, drive, reach with hands/arms, stoop, kneel, crouch, crawl, climb, balance, operate mechanical equipment, and move up and down from/to sitting position on the floor.
- Must be able to have repetitive wrist/hand/finger movement and manual dexterity.
- Must have clarity of vision, three-dimensional vision, ability to identify/distinguish colors, and precise hand-eye coordination.
- Must be able to lift 100 or more pounds.
- Regular attendance is a necessary and essential function.