



## **TOWN OF RIDGWAY PART-TIME EMPLOYMENT OPPORTUNITY**

### **WATER AND WASTEWATER OPERATIONS**

The Town of Ridgway is seeking a certified, qualified Operator in Responsible Charge (ORC) for the Town's Water and Wastewater Treatment Plant. This is a part-time employee position with limited benefits. Experience with water and wastewater plant operations with a minimum Class B Water Treatment Operator license, and a minimum Class D Wastewater Treatment Operator license required. Hourly wage depends on experience. SCADA system experience is preferred.

The position will remain open until filled. Details including a position summary and job description can be found on the Town's website at <https://townofridgway.colorado.gov/>.

Please submit a completed application, letter of interest and resume to [kchristian@town.ridgway.co.us](mailto:kchristian@town.ridgway.co.us).

The Town of Ridgway is an equal opportunity employer.



## **TOWN OF RIDGWAY EMPLOYMENT OPPORTUNITY**

### **PART-TIME WATER AND WASTEWATER OPERATOR IN RESPONSIBLE CHARGE SCOPE OF SERVICES, REQUIREMENTS, QUALIFICATIONS AND PREFERENCES**

The Town of Ridgway is searching for candidates interested in a part-time employee position as Operator in Responsible Charge (ORC) for water and wastewater plant operations. This position is under the general direction and supervision of the Public Works Supervisor and Town Manager and will consist of working approximately 20 hours per week, plus on-call duties and supervision of other Public Works employees while they perform on-call duties for the Town's Water Treatment Plant.

The ORC performs a variety of professional and technical duties related to water and wastewater plant operations. The successful applicant is expected to be self-motivated, dedicated, driven, experienced, and knowledgeable in water and wastewater plant and local government operations. The candidate shall have the ability to perform independently at a high level and work exceptionally well in a team and community-focused environment. The preferred candidate will have experience with SCADA systems.

Please refer to the full job description for a comprehensive description of essential functions, minimum and special qualifications, and work environment. The Plant Operator in Responsible Charge must possess a minimum of a Class B Water Treatment Operators Distribution Certification, Class D Wastewater Treatment Operators Certification, Class I Water Distribution Certification, and Class I Wastewater Collection System Certification.

This is a part-time employee position, with limited benefits. An hourly rate of \$26.37 to \$35.88 per hour is offered, depending on qualifications and experience. The job application and job description for this position are available at <https://townofridgway.colorado.gov/>.

Please submit a completed application, letter of interest and resume to [kchristian@town.ridgway.co.us](mailto:kchristian@town.ridgway.co.us).

The position will remain open until filled.



### Job Description

<b>Title:</b> Utility Maintenance Operator – Level 3 Plant Operations	<b>Code:</b> Part-time, Non-Exempt
<b>Division:</b> Operations	<b>Effective Date:</b> 01/2021
<b>Department:</b> Public Works	<b>Last Revised:</b> 01/2021

#### GENERAL PURPOSE

Performs a variety of **journey level skilled and lead-worker duties** related to the construction, installation, maintenance and repair of town utility systems including water treatment and transmission, wastewater collection and treatment; planning, coordinating, managing and performing the maintenance, service, repair for water, wastewater, distribution and collection systems. May operate all types of heavy equipment performing construction, repairs, and maintenance. Insures supply and delivery of safe, potable water to the consumer.

**Responsible to** protect the receiving waters from wastewater discharge and protect the public health and environment. Insures supply and delivery of safe, potable water to the consumer. Responsible to protect the public health and environment.

#### SUPERVISION RECEIVED

Works under the general supervision of the Public Works Director or Town Manager.

#### SUPERVISION EXERCISED

May provide close to general supervision to Utility Maintenance Operator Levels 1 and 2 while in training, on-call, or on a project-by-project basis. Will train and work with other employees to achieve Water Plant Certifications and facilitate additional learning opportunities with the wastewater treatment plant operations.

#### ESSENTIAL FUNCTIONS

**Lead Worker Functions:** Provides supervision to lower level staff; provides training in areas of equipment usage and maintenance techniques; may lead and assist others in a variety of maintenance, repair and construction related work; planning, assigning and directing work as needed for water and wastewater treatment.

**Water and Wastewater Plant Operations:** Operate and maintain the water and wastewater treatment plants to treat water to potable standards, process and dispose of wastewater, sludge and related waste materials. Supervises all phases of water and wastewater treatment and industrial pretreatment. Operate and maintain the water treatment and distribution system and facility. Performs daily plant operations and monitors various meters, gauges and treatment processes to ensure efficient functioning of the plant and equipment. Acts as a liaison between regulatory agencies



and the Town management; monitors plant operations, performs installation and preventative and corrective maintenance of water and wastewater plant equipment, structures and buildings, including semi-annual monitoring of the chlorine contact chamber; maintains pumps and filters; calibrates equipment; maintains an inventory of parts, tools, materials and equipment.

Conducts periodic inspections; conducts biological, physical, and chemical tests by sampling and analyzing to insure proper operations; responsible to maintain EPA and CDPHE certifications; monitors water quality in distribution system according to federal regulations; Tests water supplies; draws water samples, tests chlorine and turbidity; Monitors discharge of wastewater to protect receiving waters; maintains records and paperwork;

Ensures that records and reports regarding analysis and operations are compiled, maintained, prepared and delivered to regulatory agencies in the necessary timeframes;

Evaluates new developments in materials, tools and equipment to recommend for or against purchase.

Responds to requests and inquiries from customers of the water and wastewater systems, including handling and logging complaints.

**Wastewater Collection:** Assists with day to day field operations related wastewater system installation and maintenance to ensure proper collection and treatment of domestic wastewater; performs daily rounds at the water/wastewater treatment plants; assists with collection and submits routine monitoring samples for wastewater systems; Semi Annual monitoring of the chlorine contact chamber; Annual duck weed removal; Performs sewer collection system installation, maintenance, and repairs; performs lift station maintenance; Installs new sewer mains; taps mains to make service connections; repairs leaks in sewer system(s); maintains and cleans town sewer collection system main lines; inspects or TV's manholes and sewer lines to detect leaks or malfunctions; opens clogged sewer lines using various pipe cleaning equipment; monitors wastewater treatment processes to ensure compliance with EPA/CDPHE effluent regulations and standards. Uses and maintains various hand tools, power tools, long-handle tools, jackhammer, grinder, and compressor, compaction equipment, locating equipment, sewer jet, and heavy equipment including backhoe, motor grader, dump trucks, etc.

**Water Distribution:** Maintains records and reporting on customer backflow and cross-connect systems per CDPHE requirements and Town regulations; monitors results of RiverWatch program testing.

Performs day-to-day technical field operations related to water system installation and maintenance to ensure distribution of potable water to town residents; tests water flow and pressure; performs installation or repair of water service connections, water lines and meters, adjust meters and valves as needed, performs fire hydrant flow tests; flushes, repairs or replaces fire hydrants, and plugged water meters; repairs water mains; cleans and maintains storage tanks, thaws water pipes; reads residential and commercial water meters; monitors treatment and storage of water supply directly and using SCADA telemetry; performs data monitoring and logging for municipal reservoir; performs PRV and pump station maintenance;

Uses and maintains various hand tools, power tools, long-handle tools, jackhammer, grinder, and compressor, compaction equipment, locating equipment, sewer jet, and heavy equipment including backhoe, motor grader, dump trucks, etc.



**Utilities Planning:**

Collaborates with Public Works / Town Engineer to track operational data and analyzes trends, such as population and industrial growth (usage demands or other impacts to the system) of area being served to determine adequacy of current facilities and to forecast future facilities demands. Assists with developing distribution and collection plan to serve the expanding community needs, such as increasing water storage needs, arranging new sources of water supply; recommend improvements and modifications to maintain compliance with federal, state and local regulations and meet Town capacity demands; Evaluates and forecasts the Town's water and wastewater facility needs; Works with the Town Manager and the Public Works Director/ Town Engineer to develop and design a capital improvement plan and budget estimates; Assists Public Works Director/ Town Engineer to oversee and manage capital improvement projects related to the water and wastewater facilities including bidding, contracting and construction monitoring.

Inspects residential and commercial development projects to verify conformance to Town standards specifications.

Familiarization and implementation of Source Water Protection Plan priorities and Water Conservation Initiatives.

**GIS:** Participates in development and management of GIS mapping systems for all Town utilities. Provides input on the GIS map and provides water and sewer utility system maintenance and update information for asset management; May perform GPS duties.

**Supervision & Administration:** Coordinates with employees in the water and wastewater departments and coordinates with Public Works Director to assign and monitor work activities; addresses complaints and resolves problems; manages "on-call" weekend duties related to the water and wastewater systems.

**General:** Performs related duties as required.

**MINIMUM QUALIFICATIONS**

1. Education and Experience:

A. Graduation from high school; plus possession of designated technical certifications;

AND

B. Six (6) year experience in construction, maintenance or repair of public works utilities systems;

OR

C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

**Considerable knowledge of:** Interpersonal communication skills. Current standards, design, adjustment, operation, maintenance, and repair of water distribution, sewer collection and water



and wastewater treatment facilities; operating basic manual and power tools and heavy equipment; the standard practices, methods, materials and tools necessary for operating and maintaining water and wastewater treatment plants, pipe line construction and repair activities; pipe fitting procedures including water, sewer; the occupational hazards and safety precautions of trench work construction, working in confined spaces, and street and pipeline construction and maintenance work; hazards common to heavy equipment operation; welding methods and procedures; hazards associated with water treatment chemicals; wastewater and airborne pathogens; statutory requirements of municipal infrastructure facilities and systems as they apply to OSHA, EPA guidelines, and maintenance of public records, etc.; basic civil engineering principles and practices; SCADA monitoring systems; legal environment associated with public works projects, construction and maintenance; current methods, principles and practices of sewer equipment and materials used in construction and maintenance operations; current codes, standards, safety practices and principals involved in public works.

**Journey level skill in:** operating a variety of hand, power and long-handled tools; operating heavy equipment such as grader, dump truck, loader, backhoe, dump trucks, forklifts, tap machine, locator, and sewer jet, etc.

**Ability to:** analyze routine engineering and maintenance issues and problems; evaluate alternative solutions and develop sound conclusions; operate heavy equipment of various kinds under varying conditions; perform heavy physical labor; develop and maintain effective working relationships with co-workers, elected officials, other governmental and regulatory offices, staff, developers, contractors and the general public; communicate effectively, both verbally and in writing; work from blueprints; tolerate weather extremes in the work environment; ability to perform basic mathematical computations in reading and using various meters, gauges and related devices.

**Some knowledge of:** EPA Clean Water Act, the EPA Federal Water Pollution Control Act, the 1974 Safe Drinking Water Act as amended, and the Colorado Primary Drinking Water Regulations.

3. Special Qualifications:

The Plant Operator in Responsible Charge must possess a Class B Water Plant Operators Certification, Class D Wastewater Plant Operators Certification, Class I Water Distribution Certification, and Class I Wastewater Collection System Certification.

All Utility Operators must work flexible hours as needed, evenings and weekends.

4. Work Environment:

While performing the duties of this job, the employee occasionally works in high, precarious, or confined places. The employee regularly works near moving mechanical parts and in outside weather conditions and may be exposed to toxic or caustic chemicals and risk of electric shock. The noise level in the work environment is usually moderate. Must be able to exert up to 80 pounds of force occasionally and/or up to 45 pounds of force frequently to lift, carry push, pull, or otherwise move objects. Requires the ability to maintain body equilibrium when bending, stooping,



crouching, reaching and/or stretch arms, legs, or other parts of body and to physically maneuver over and/or upon varying terrain, surfaces, or physical structures. Essential functions require talking, hearing and seeing. Common eye, hand, finger dexterity are required. Performs essential functions in the public right-of-way. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Daily exposure to seasonal weather extremes and frequent local travel required in normal course of job performance. Required to wear protective safety gear and use safety equipment to protect against potential biohazards possibly encountered during performance of maintenance activities.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description.

*(Employee)*

Date \_\_\_\_\_