CITY OF CHADRON
WATER/WASTEWATER OPERATOR

DESCRIPTION OF WORK

Performs skilled work in maintenance, repair and construction of the municipal water distribution and production systems and facilities; maintains the sanitary wastewater and storm wastewater distribution and collection systems; maintains and repairs the wastewater mechanical treatment plant. Supervises and instructs seasonal workers.

SUPERVISION RECEIVED

Works under the supervision of the Utilities Superintendent and/or Public Works Director or designee; works independently after specific instructions have been given.

SUPERVISION EXERCISED

Supervises temporary/seasonal workers as directed. Assists in training new full-time employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES *The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

Performs skilled work in the maintenance, repair and construction of the sanitary wastewater and storm wastewater distribution system and facilities. Performs maintenance and repairs to the wastewater mechanical treatment plant.

Performs skilled work in the maintenance, repair and construction of the water production and distribution system and facilities.

Operates trenching equipment, pumps, backhoe, sewer jet and other heavy equipment.

Jets and rods existing sewer mains. Cleans storm catch basins.

Repairs and maintains existing manholes and other appurtenances. Constructs and forms new manholes.

Maintains tools and assigned equipment in a clean and orderly fashion.

Listens to and attempts to resolve complaints of the public; refers complaints to the Utility Superintendent or Utility Billing Clerk as appropriate.

Performs water plant and wastewater mechanical treatment plant checks on a rotation basis.

Reads water meters and records meter readings, carries out work orders as directed.

Collects water samples from the distribution system.

Checks well field, gallery system and city reservoirs as required.

Participates in the making of taps for service connections.

Performs general maintenance work on public buildings and property.

OTHER DUTIES AND RESPONSIBILITIES THAT MAY BE ASSIGNED

Assists with snow removal at the airport as requested.

Digs graves at Greenwood cemetery as needed.

Assists other Public Works Departments as assigned.

SPECIAL REQUIREMENTS

(1) Must possess a valid Nebraska Driver's license; Class B CDL endorsement required or ability to obtain endorsement within six months.
(2) Must be currently cleared without restriction in the FMCSA Clearinghouse to immediately perform FMSCA Safety Sensitive duties as a DOT regulated Driver under 49 CFR parts 382 & 391.
(3) Ability to acquire and maintain Grade II Wastewater Operator License as the Nebraska Department of Environment & Energy (NDEE) permits.
(4) Ability to acquire and maintain Grade III Water Operator License as the Nebraska Department of Environment & Energy (NDEE) permits.
(5) Ability to acquire and maintain Grade VI Backflow Certification as the Nebraska Department of Environment & Energy (NDEE) permits.
(4) Ability to respond to off-duty emergency calls.
(5) Must pass a pre-employment drug screening test and submit to on-going random testing.
(6) Must pass a background check.

TRAVEL REQUIREMENTS

Travels as necessary to take advantage of education or training opportunities.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

(1) Graduation from high school or GED equivalent, and
(2) Experience in repair and maintenance work of utility systems; knowledge of use of small tools, mechanical equipment, or
(3) Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

(1) Thorough knowledge of the methods, practices, and equipment used in the maintenance, repair, and construction of sanitary sewers or water lines, pumping equipment, controls, and appurtenances.
(2) General knowledge of equipment operation and maintenance.
(3) Skill in the safe operation of listed tools and equipment.
(4) Ability to deal in a positive manner with the public and with co-workers. Ability to exercise some independent judgment in correcting problems.
(5) Ability to follow simple oral and written instructions.
(6) Ability to communicate effectively both orally and in writing.
(7) Ability to keep accurate and legible records.
(8) Ability to work in various weather conditions.
(9) Ability to work independently and to complete daily activities according to work schedule.
(10) Ability to report to work on time as scheduled.
(11) Ability to lift heavy objects, walk and stand for long periods of time, and to perform strenuous physical labor under adverse field conditions.

(12) Ability to cope with situations firmly, courteously, tactfully and with respect for the rights of others.

TOOLS AND EQUIPMENT USED

Motorized vehicles and equipment, including backhoe, trenching equipment, dump truck, pickup truck, utility truck, tamper, jack hammer, plate compactor, saws, pumps, propane kettle, compressors, sanders, generators, common hand and power tools, shovels, wrenches, mobile radio, phone.

PHYSICAL DEMANDS

The physical demands described here 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 reach with hands and arms. The employee frequently is required to stand; walk; and use hands to finger, handle, feel or operate objects, tools, or controls; and talk and hear. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift weights up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing 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 regularly works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee is occasionally exposed to fumes or airborne particles.

The noise level in the work environment is usually loud.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

APPROVAL: _____ 2-28-24
Utility Superintendent — Date

APPROVAL: _____ 2-28-2024
Appointing Authority — Date

Chadron 2/2024

Application for Employment

Equal access to programs, services and employment is available to all persons. Those applicants requiring a reasonable accommodation to the application and/or interview process should notify the Human Resource Department. We are an equal opportunity employer.

Please Print – Please fill application out completely. If not applicable, indicate by putting NA. If application is not complete, it will not be considered for employment.

Position applied for_____ Application Date ____/_____/_____

Name_____
Last First Middle Initial

Address

_____
Street City State Zip Code

Home Phone (___)_____ Cellular/Other # (___)_____

Email Address _____ Expected Pay _____

Would you accept full-time work? ____Yes ____ No

Would you accept part-time work? _____Yes _____ No

On what date would you be available for work? _____

How were you referred to the City of Chadron? _____

Have you submitted an application here before? _____Yes _____No

If yes, please give dates: _____

Have you ever been employed here before? _____ Yes _____ No
If yes, please give dates: _____

Is this application a request for reemployment following an extended military leave of absence from the City of Chadron? _____Yes _____ No If yes, additional information may be requested.

If you are under 18 years old, can you provide a work permit? _____ Yes _____ No

Are you legally eligible for employment in the United States? _____ Yes _____ No
If yes, proof is required if hired.

Are you able to perform the "essential functions" of the job of which you are applying for? (With or without reasonable accommodation?) Yes _____ No _____

Note: This question is not to elicit information about an applicant's disability. Please do not provide information about the existence of a disability, particular accommodation, or whether accommodations are necessary. These issues may be addressed at a later stage to the extent permitted by law.

Need more information about the job's "essential functions" to respond. _____

Will you travel if required? _____ Yes _____ No

Will you work overtime if required? _____Yes _____ No

Are you able to meet the attendance requirements of the position? _____ Yes _____ No

Have you ever been bonded? _____ Yes _____ No

Please provide your driver's license number, if driving is required for this job.

_____State _____

Have you been convicted of or pleaded no contest to a felony within the last five years?

_____ Yes _____ No

If yes, please explain.

_____

_____

_____

Employment Experience
Place an "X" by the employer(s) you **DO NOT** want us to contact. List your most recent employer first.

_____ Employer _____

Contact Name _____ Email _____

Address _____ Phone (____)_____
Street City State Zip
Job Title _____ Supervisor _____

Dates employed: from ____/____/____ to ____/____/____

Hourly rate/salary: starting _____ final _____

Work performed _____

Reason for leaving _____

What did you like most about your position? _____

What were the things you liked least about the position? _____

_____ Employer _____

Contact Name _____ Email _____

Address _____ Phone (____) _____
Street City State Zip
Job Title _____ Supervisor _____

Dates employed: from ____/____/____ to ____/____/____

Hourly rate/salary: starting _____ final _____

Work performed _____

Reason for leaving _____

What did you like most about your position? _____

What were the things you liked least about the position? _____

Employment Experience, (continued)
Place an "X" by the employer(s) you **DO NOT** want us to contact. List your most recent employer first.

_____ Employer _____

Contact Name _____ Email _____

Address _____ Phone (____) _____
Street City State Zip

Job Title _____ Supervisor _____

Dates employed: from ____/____/____ to ____/____/____

Hourly rate/salary: starting _____ final _____

Work performed _____

Reason for leaving _____

What did you like most about your position? _____

What did you like least about your position? _____

Employment Experience

Explain any gaps in your employment, other than those due to personal illness, injury or disability.

_____

_____

Have you ever been fired or asked to resign from a job? _____ Yes _____ No

If yes, please explain:

_____

_____

Education Experience

High School: _____ Location: _____

Course of Study_____ Did you graduate? ___ Yes ___No ___Degree___ Diploma

College: _____ Location: _____

Course of Study_____ Did you graduate? ___Yes ___No ___Degree ___Diploma

Graduate School: _____ Location: _____

Course of Study_____ Did you graduate? ___ Yes ___No ___ Degree ___Diploma

Vocational Training/Other: _____Location: _____

Course of Study_____ Did you graduate? ___ Yes ___No ___ Degree ___Diploma

Continuing Education:

_____

_____

Special Training or Skills

Languages, machine operations, computer skills, etc., that would be of benefit in the job for which you are applying.

_____

_____

_____

Social Security Number

SS# _____/_____/_____ The City of Chadron will make reasonable efforts to safeguard the privacy of this information and will use it only for employment purposes.

References

List names and telephone numbers of three business/work references who are **not** related to you and are **not** previous supervisors. If not applicable, list three school or personal references that are **not** related to you.

Name	**Relationship to You**	**Telephone**	**Years Known**

Applicant Statement

I certify that all the information submitted by me is true and complete, and I understand that if any false or misleading information, omissions or misrepresentations are discovered, my application may be rejected, and if I am employed, my employment may be terminated at any time.

If hired, I agree to conform to the City of Chadron's rules and regulations, and I understand that these rules and/or employee handbook do not form a contract of employment either expressed or written and I agree that my employment and compensations can be terminated, with or without cause and with or without notice, at any time, at either my or the City of Chadron's option.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this application remains active for only six (6) months, at which time additional information may be required. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

I also understand that I will be required to provide proof of identity and legal authorization to work in the United States as required by federal immigration laws.

The City of Chadron does not tolerate unlawful discrimination or harassment based on sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status under applicable federal, state or local law. No question on this application is used to limit or exclude an applicant from employment consideration on any basis prohibited by applicable federal, state or local law.

_____ _____/_____/_____

Applicant's signature Date