

POSITION: TEMP- Field Operator-TFO

Accountable to: District Manager –DM

Primary Objective of Position:

In accordance with the broad policy guidelines of the District, and consistent with Federal and State regulations, the TEMP Field Operator (**TFO**) works under the direct supervision of the District Manager (**DM**). Operations of the District's water and wastewater systems will be maintained in a manner that insures service to customers, ongoing maintenance of systems and equipment, and sound development for the future. Quality decision-making and judgment are expected and required.

Essential Job Functions:

The **TFO** must:

- Assist the Operations Manager (**DM**) operate the wastewater treatment plant and collection system.
- Assist the **DM** operate and maintain the water supply and distribution facilities.
- Assist the **DM** operate the wastewater lift stations correctly, and perform maintenance or repairs as directed.
- Assist the **DM** ensure that waste solids are correctly stored, hauled, and land applied.
- Have excellent oral and written communication skills in order to interpret and perform activities defined in a variety of operations and maintenance manuals.
- Apply knowledge of the function and servicing requirements of mechanical equipment and machinery.
- Possess the ability to read and interpret plans and specifications.
- Possess the ability to locate water and sewer lines for construction purposes.
- Understand the Montana Pollutant Discharge Elimination System (MPDES) permit parameters, in order to assist **DM** meet the legal requirements such as sampling, monitoring, reporting, and responding to system inspections and malfunctions.
 - ❖ Carry a cell phone and be available for 24-hour on-call for emergencies except when previous arrangements are made with other district employees.
 - ❖ Be able to work alone and perform on-call duties including nights, weekends, and holidays.
- Obtain adequate immunizations for working in a wastewater facility (District funded).
- Submits to random alcohol and drug testing per District regulations.
- Physical requirements include the ability to reach, twist, stand, balance, bend, stoop, crouch, crawl, walk, or climb in a variety of indoor and outdoor environments and weather conditions, and lift weights up to 35 lbs. (greater with assistance), and manual dexterity to perform computer and cell phone tasks. Work may be performed from * ladders or * scaffolding; in small spaces or in awkward positions often using repetitive motions; around raw sewage, fumes, and toxic or caustic chemicals; in hazardous atmospheres; near electricity, vibrations, and loud equipment. Sensory abilities include smelling, hearing, close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Areas of Accountability and Performance:

Following directions from the DM, the **FO**

- Maintains familiarity with the rules and regulations of the District.
- Maintains familiarity with the federal and state regulations establishing water quality limits for potable water, reclaimed water, and discharged wastewater as well as solids disposal in order to assist the DM in maintaining compliance. Any violations are promptly and accurately reported to the **DM** in compliance with regulations.
- ❖ Attends on-site and off-site meetings, seminars, and training in order to obtain or maintain certifications, and stay current on regulations and legislation at the state and federal levels in the water and wastewater fields.
- ❖ Assists in the collection of water and wastewater samples to analyze or submit them for analysis, assuring that the quality of water and wastewater equals or exceeds standards set by the District, and federal or state governments.
- Assists in responsibly maintaining all facilities, and equipment of value.
- Maintains District properties including snow removal, lawn mowing, and weed control.
- Uses safety equipment and procedures to prevent injury.
- Assists with timely and accurate meter reading.
- Assists **DM** establish a high level of customer service and quality contacts with the public through cooperative team and individual efforts.
- Maintains effective communication and working relationships with supervisors, other employees, customers, suppliers, units of government, and the **BOD**.
- Utilizes the proper tact and diplomacy when responding to customer complaints and inquiries; and logs contacts in a daily journal for **DM** review.
- Helps maintain a professional atmosphere and positive morale.
- Cross-trains with other employees to maintain staffing requirements during periods of transition, vacations, or other absences.
- Performs all duties assigned by **DM**.

The duties listed 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 of the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer, employee, and/or requirements of the job change. Changes will be communicated to employee.

Education, Training and Experience Requirements:

TFO possesses:

- Any combination of education and experience equivalent to high school graduation.
 - ❖ Valid Montana Water and Wastewater Operator Certifications appropriate for the District's classifications, or the ability to obtain certifications within a prescribed period.
- Valid Montana driver's license, preferably a CDL with tanker and air-brake endorsements including a current DOT medical certificate.

❖ **NOT REQUIRED OF TEMPORARY EMPLOYEE**

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