**Job Description:**

Performs a variety of semi-skilled and skilled technical and maintenance work in the operation, maintenance and repair of water and wastewater treatment facilities and systems.

**Type of Position:** Full Time Wastewater/Water Position(on call time required)

**Work Hours and Conditions:** This job is a 40-hour a week job, Monday thru Friday 7:00 A.M.-3:30 P.M with benefits. This job requires on call time for one week at a time, every three weeks, and employee must be within 30 minutes of work. Employee is compensated for on call and extra duty time. While on call there is to be NO consumption of alcohol. Paid overtime will be required under certain circumstances. Please note-supervision is exercised.

Pay: This position is paid hourly between $22.00 and $30.00 per hour based on experience and qualifications, to be determined by the Town Council.

**To apply:** Applications are available at the Waterloo Town Hall, 280 S. Wayne Street, Waterloo, IN 46793.

**Employment Qualifications: Required:**

* Must have and maintain a verifiable Indiana Drivers Licenses. Must have a safe driving record and be insurable through the Town’s Liability insurance carrier.
* Must have a G.E.D. or High School Diploma
* The ability to obtain and maintain Indiana WT3 and DSM water license.
* The ability to obtain and maintain Indiana class II wastewater license.
* Must be able to understand and carry out oral and written instructions
* Must be able to effectively communicate and interact with other employees and the general public.
* Must have some knowledge of safety regulations and laws pertaining to the water or wastewater treatment or construction industry
* May be required to obtain a Class B CDL

**Preferred:**

* General maintenance/repair of equipment
* Have some experience in water/wastewater operations
* Be present for meetings and trainings

**Physical Requirements:**

* Be able to perform manual labor for extended periods of time under unfavorable climatic conditions.
* Develop skills in the use of hand held tools, power tools, and other equipment required by work.
* Significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling.
* The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Ability to transfer machinery, equipment and supplies that may exceed 100 lbs.

**Tools and Equipment used:**

* Ladders, pumps, air compressors, generators, wrenches, detection devices and shovels, Various hand and power tools
* Motorized vehicles and equipment, including pickup truck, saws, backhoe, skid steer Construction tools, pavement breakers, chain saws, and pumps
* computers, phone and various lab equipment

**General Description and Responsibilities:**

Monitors performance of electrical systems, circuits or equipment of the water and wastewater plants. Assumes the responsibilities and duties of water and wastewater superintendent in his absence.

Working knowledge of equipment, facilities, materials, methods and procedures used in the water and wastewater treatment plant maintenance and operation activities; working knowledge of laboratory procedures and practices.

Ability to perform process control calculations; ability to work safely; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, other departments and the public; ability to understand and carry out written and oral instructions.

Wastewater System Duties

Monitors the performance of all equipment, gauges and charts in the treatment plant and lift stations; records statistical data concerning plant operations; maintains, operates , repairs, and replaces equipment as necessary; charts lab test results for trend analysis and maintains accurate records of analyses and test results; evaluates data and writes reports as required.

Operates, maintains and repairs malfunctions at the wastewater treatment plant; repairs pumps, gauges, filters and other controls and equipment.

Collects samples and identifies concentrations of chemical, physical or biological characteristics of wastewater required in accordance with local, state and federal requirements; gathers and test wastewater samples for plant efficiency reports as required. Performs quality control test on lab equipment and lab analysis; evaluates procedures and results for accuracy and determines appropriate methods. Assures that plant operates within required standards.

Calibrates, modifies or repairs instrumentation and control equipment including recorders, scada systems, flow meters and other water quality control monitoring equipment.

Performs required labor involved in construction and maintenance projects as part of crew, cleaning clarifiers, equalization tank, painting or any other assigned task.

Responds to complaints regarding the wastewater plant or systems, evaluates situation; explains findings to supervisor.

Water system duties

Inspects and / or repairs chlorine system and other water treatment equipment, aeration, wells, pumps, meters, filters, and other elements of the water supply and distribution systems at frequent intervals to insure that all aspects of the systems are functioning properly.

Assists in maintaining water quality by taking water samples and maintaining proper operation of water treatment equipment. Maintains a variety of records relating to inspections, DMR’S, maintenance activity, water supply, treatment, consumption, etc.

Determines the location of water lines from locates received by IUPPS. Responds to complaints regarding water leaks, pressure loss or no water; evaluates situation; explains findings to supervisor.

Insures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use. Performs routine inspections and preventative maintenance on assigned equipment and refers defects or needed repairs to supervisor; cleans equipment. Performs all duties in compliance OSHA standards.

Performs required labor involved in construction and maintenance projects as part of a crew, ditch digging, main and pipe repair, laying and backfilling. Make water service connections to water mains, including line tapping and valve installation. Cuts, fits, lays repairs, taps, cleans and flushes water mains.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions. The employee is exposed to raw sewage on a daily basis. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, risk of electrical shock, and vibration. The employee is frequently exposed to toxic or caustic chemicals. The noise level in the work environment is usually moderately loud.

Employee will occasionally have contact with the public when performing essential functions for the town, and will be expected to be polite and courteous. Employee must maintain strict confidentiality regarding Town issues and projects.

The Water/WasteWater Superintendent and Town of Waterloo reserve the right to revise or change job duties and responsibilities as the need arises.

Employment is subject to Town Council employment handbook or employee policy. This employment is “at will” as is understood in the State of Indiana.

The Waterloo Town Council is the employer.