

City & Borough of Wrangell

Position Description

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| Position: Water/Wastewater Trt. Plt. Apprentice | Position Number: |
| Department/Site: Public Works | FLSA: Non-Exempt |
| Evaluated by: Director of Public Works | Salary Grade: 15 |

Summary

Primarily responsible for the operation, maintenance and repair of the City's water treatment plant and wastewater treatment plant, reservoirs, lagoons, lift stations, and pump stations.

Reports to Wastewater Leadman and Water Leadman on both water and wastewater treatment plant repair and maintenance. Occasionally works with Public Works department on sewer or water repair. May be required to assist Public Works crew in special projects and winter road maintenance.

Distinguishing Career Features

The Water/Wastewater Treatment Plant Apprentice position is the introductory position in the City and Borough of Wrangell's water and wastewater treatment departments. Advancement to Water/Wastewater Treatment Operator occurs upon receiving both the Wastewater Treatment Level I and Water Treatment Level I certifications and a letter of competency on water and wastewater treatment plant operations from both water and wastewater department lead men.

Essential Duties and Responsibilities

- Personally operates, repairs, and maintains the City's water treatment plant, pressure reduction valves, tanks, reservoirs, and dams.
- Personally operates, repairs, and maintains the City's wastewater treatment plant, lagoons, lift stations and pump stations.
- Follows established guidelines in operation of high pressure pumps, chemical generation and injection systems, slow sand filters, and roughing filters. Inspects city reservoirs and water tanks.
- Occasionally assists crews in sewer, water and road maintenance, repair and minor alterations.
- Responsible for the proper and safe use and maintenance of all assigned city equipment.
- Adjust the operation of the water and wastewater treatment plant to meet changing flow conditions for peak efficiencies of operation. Ensure that water quality standards are being met.
- Performs laboratory tests and chemical analyses of drinking water and wastewater as required. Records temperature, turbidity, color, flow rate, pH, oxygen demand, fecal coliform, chlorine residual, and other data as required by regulations or to verify the proper operation of the water or wastewater treatment plants.
- Required to maintain logs, reports and records of water and wastewater treatment plant operations and maintenance and adjust control equipment for water plant production. Checks and adjusts flow of chlorine into water system.
- Participates in all job related training and required safety training; promotes continuous improvement of workplace safety and environmental practices.
- Performs other related work as required.

Qualifications

▪ **Knowledge and Skills**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

▪ **Abilities**

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to speak effectively with customers and other employees of the organization.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to apply commonsense understanding to carry out detailed but uninvolved written or oral instructions.
- Ability to deal with problems involving a few concrete variables in standardized situations.

▪ **Physical Abilities**

- Frequently required to stand, walk, use hands to finger, handle, or feel objects, tools or controls, reach with hands and arms, climb or balance, talk or hear, sit, stoop, kneel, crouch or crawl.
- Must frequently lift and/or move up to 100 pounds and occasionally lift and/or move more than 100 pounds.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception.

▪ **Education and Experience**

Must have high school diploma or general education degree (GED).

▪ **Licenses and Certificates**

- Must have or must obtain within 6 months, an Alaska Class B Commercial Driver's License (CDL) with tanker endorsement.
- Must obtain an Alaska Department of Environmental Conservation Level I certification in both water and wastewater treatment within 1-1/2 years.

▪ **Working Conditions**

Work is performed indoors and outdoors where some safety considerations exist from physical labor and equipment operation. May regularly work in outside weather conditions and is regularly exposed to extreme cold. Frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions. Occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme heat, and risk of electrical shock. Noise level in the work environment is usually moderate.

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.