

POSITION DESCRIPTION

POSITION TITLE: **Wastewater Collection/Stabilization Pond Treatment and Water Distribution Operator – Part Time Position**

DATE: **09/09/2026**

INCUMBENT:

REPORTS TO: Water/Wastewater Superintendent - Immediate Supervisor

A. POSITION PURPOSE

To operate, monitor, and maintain the mechanical, plumbing, and treatment facilities pertinent to the water and wastewater systems.

B. NATURE AND SCOPE

1. Duties:

- A. Maintain wastewater collection system and the water distribution and treatment system, ensuring compliance with state and federal environmental protection limits in a safety conscious manner.
- B. Sampling, testing, and analyzing water samples to ensure they meet regulatory standards and are safe for consumption.
- C. Monitors and samples wastewater and adjusts treatment process to maintain standards compliance.
- D. Adds chemicals to water by predetermined formula and replenishes pool/lagoon chemical inventories as needed. Able to maintain swimming pool filtering and pumping systems.
- E. Recording/maintaining accurate records of water quality data and treatment processes.
- F. Participates in periodic training in government regulations and municipal policies on water and wastewater treatment. Maintains appropriate certifications for water distribution and treatment, wastewater collection, and wastewater pond stabilization. (\$.60/hour raise per certification)
- G. Follows safety guidelines for concealed/confined spaces and wears safety equipment immediately when detection device announces

presence of excess amounts of chlorine or other dangerous chemicals.

- H. Operates backhoe, front-end loader, twin-axle dump truck, skid loader and pickup.
- I. Able to troubleshoot repairs to equipment, or shuts down equipment for more extensive maintenance and repair, activating alternate equipment as needed. Informs and recommends to immediate supervisor the need for an outside maintenance company for major repairs and overhauls.
- J. Maintains current South Dakota commercial driver's license.
- K. Ability to read utility meters.
- L. Perform other duties as directed by immediate supervisor and Director of Public Works.
- M. Follows lock-out/tag-out procedures.
- N. Assists other departments as necessary.

2. Challenges and Problems:

Complete understanding of the wastewater collection and water distribution system to avoid, whenever possible, disruption of service or inconvenience to the customers.

3. Control on Actions:

Procedures are governed by municipal code, safety standards, and industry standards.

4. Working Conditions:

The incumbent works out of a shop building shared by all municipal departments. A major portion of the day would be spent in the field. Regular attendance is required.

5. Performance Standards:

The Operator's performance is measured through: timely and accurate completion of work assignments; courteous handling of the general public and fellow workers; attainment of water and wastewater certification levels. Performance is monitored through the observation and feedback from the Water/Wastewater Superintendent and the Director of Public Works.

C. QUALIFICATION FOR APPOINTMENT:

1. Knowledge, Skills and Abilities:

Possess the knowledge and the fundamentals to maintain the City's water distribution system, wastewater collection system and stabilization ponds; to establish and maintain an effective working relationship with fellow employees, City Officials and the general public; and to possess the knowledge and practice of appropriate safety measures. Willingness to work overtime and remain on "stand-by" on scheduled weekends for emergency response. Must be responsible with equipment and vehicles. Must be dependable, reliable, and mature enough to handle equipment safely and sensibly. Must be in good physical condition, able to lift 50 lbs. safely.

2. Education/Experience:

Graduation from high school or possession of a GED Certificate. Good math, language and reading skills. Certification in water distribution, wastewater collection and pond stabilization is desired. Must possess, or be able to obtain within 30 days of employment, a S.D. Commercial Driver's License. Clean driving record of no more than two convictions for moving traffic violations or moving traffic violations that contribute to accidents within a 12 month period; conviction of any traffic violation that is defined as serious by South Dakota Code, or a DUI. Must pass a pre-employment drug and alcohol test.