City of Rapid City
Job Description

<table>
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<tr>
<th>Job Title</th>
<th>Water Operator I, II, III, IV</th>
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<tbody>
<tr>
<td>Job Code(s):</td>
<td>WMM1, WMM2, WMM3, WMM4, RMM1, RMM2, RMM3, RMM4</td>
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<td>Job Family:</td>
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<td>Pay Grade:</td>
<td>12, 13, 14, 15</td>
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<tr>
<td>FLSA Status:</td>
<td>Non-Exempt</td>
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<td>Date Revised:</td>
<td>2/15/2021</td>
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**General Summary:** This position is responsible for performing a variety of semiskilled, skilled, technical duties and manual labor tasks in the operation and maintenance of the City’s water or wastewater treatment plants and facilities and specialized work in the operation of wells, booster stations and reservoirs.

**Essential Duties and Responsibilities:**

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

**Water Operator I:**

- Operates and maintains water reclamation facilities or water treatment facilities and related water production facilities.
- Performs visual checks of facilities for equipment and/or treatment malfunctions and assists in repairing or correcting malfunctions.
- Operates equipment, which can include the following dependent on division; pickup truck, lawn care equipment, forklift, dump truck, sludge tankers, backhoe and other related equipment.
- Collects, records, and maintains records, logs and additional plant performance information.
- Performs maintenance, repair and janitorial duties as needed.
- Interacts with and enter information into plant SCADA (Supervisory Control and Data Acquisition) system.
- Collects and analyzes samples and performs required testing.

**Water Operator II: All above duties plus:**

- Calibrates and make changes to various plant and field instrumentation.
- Performs preventative maintenance on related equipment.
- Uses additional equipment and other tools to fabricate or repair components.
- May do plumbing, carpentry and concrete work.

**Water Operator III: All above duties plus:**

- Troubleshoots and repairs related equipment and process failures.
- Installs and sets up new equipment and machinery for proper running performance.
- Performs changes to treatment processes and equipment to enhance performance.
- Calibrates influent flow rate changes, airflow changes, adjustments of WAS and RAS rates and UV system.
**Water Operator IV:** All above duties plus:

- Assists supervisor in developing and carrying out safety and employee training.
- Serves as lead person in absence of supervisor.
- Serves as the safety supervisor and becomes the trained competent person for confined space entry, scaffolding, fall protection, etc.
- Serves on safety and other committee meetings as needed. Communicates committee activities to plant staff and supervision and represents staff feedback effectively in meetings.
- Reviews design plans and drawings for water CIP projects. Ensures operations staff feedback is communicated to design engineer and project manager for incorporation into final project.
- Acts as project coordinator between operations, engineers and contractors on water production and/or CIP projects.

**Qualifications:**

**Education and/or Experience:**

**Water Production/Water Reclamation Operator I:** High school diploma or general education degree (GED) and experience as required by the South Dakota Department of Natural Resources.

**Water Operator II:** High school diploma or general education degree (GED) and three years experience in Class I wastewater or water operations or two years in a Class II or higher facility.

**Water Operator III:** Completion of two years of college or vacation school majoring in engineering, environmental sciences, or related fields or four years experience including at least two years of experience in a Class I or higher facility; or six years of experience, with at least three years at a class II plant or higher. Must possess a South Dakota Class III Water or Wastewater Treatment Operator’s Certification.

**Water Operator IV:** Completion of a four-year degree at a college or vocational school majoring in engineering, environmental sciences, or related field and four years experience including at least two years of experience in a Class III or higher facility or graduation from high school or GED and eight years of experience, including at least four years at a Class III or higher facility. For all classes of operators, vocational training in mechanical or electrical/electronic trades is preferred. Must possess a South Dakota Class IV Water or Wastewater Treatment Operator’s Certification.

**Certificates, Licenses, Registrations:**

Water Reclamation Operators must possess a valid Class A Commercial Drivers License (CDL) with Tanker Endorsement within department guidelines.

**Water Operator I:** Ability to obtain the South Dakota Class I Water or Wastewater Treatment Operator’s Certification within 18 months of hire date.

**Water Operator II:** Ability to obtain Class II Water or Wastewater Treatment Operator’s Certification within 18 months of hire date.

**Water Operator III:** Must possess a South Dakota Class III Water or Wastewater Treatment Operator’s Certification.

**Water Operator IV:** Must possess a South Dakota Class IV Water or Wastewater Treatment Operator’s Certification.

**Working Conditions:**

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.
The employee is frequently exposed to wet and/or humid conditions; moving mechanical parts and outside weather conditions. The employee is occasionally exposed to high, precarious places; fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock; risk of radiation and vibration. The noise level in the work environment is moderate to loud.

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.

The employee is frequently required to walk; sit; stand; use hands to finger, handle, or feel; reach with arms and hands; climb or balance; stoop, kneel, crouch, or crawl; talk or hear and taste or smell. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.