

Multi Lake Water and Sewer Authority

Job Description: Operator

Class Title: Operator (Full time/Part time)

Reports To: Multi Lake Water and Sewer Authority Director

A. DESCRIPTION:

GENERAL SUMMARY:

Under limited supervision, performs a variety of skilled and semi-skilled maintenance duties at various MLWSA sites above and below ground. Responsible for preventive maintenance and repair work on pumps, motors, air compressors, electrical and pneumatic controls, flow meters and other related mechanical and electrical equipment. Inspects equipment and performs routine and emergency repairs as necessary. Responsible for the general maintenance work required to keep the structures and grounds enclosing the equipment neat inside and out. Work involves some heavy lifting. Follows department work and safety procedures. Is alert to hazards and uses safe techniques on the job as per department policy. Employees of this maintenance class are expected to develop their skills as experience is obtained on the job.

Employees of this classification are required to be available for operational problems, equipment emergencies, widespread storms, power outages and other operations and maintenance emergencies as deemed necessary by management after normal working hours, weekends and holidays. Also, employees in this classification are required to be on assigned On-Call duties as required by management.

SUPERVISION EXERCISED:

May function as a leader over a small crew of seasonal employees or part time personnel.

TYPICAL DUTIES AND RESPONSIBILITIES:

Typical Operator Duties and responsibilities include, but are not limited to the following:

Repairs pumps (such as centrifugal and grinder pumps), motors, air compressors, electrical and pneumatic controls, flow meters, sewage vacuum valves, sewage air release valves, gasoline engines, and electrical motor power units. Operators should be skilled in the safe and proper use of mechanic's tools, electric/battery powered tools, and any other tools used in the public works industry.

Diagnoses trouble in pumps using ohmmeter, volt meter, ammeter, amprobe and megger.

Dismantles pumps and related equipment including relays, starters and heaters and repairs or replaces defective parts, using hand tools, involving repacking valves, replacing gaskets and replacing impellers.

Reads and records flow meters and pressure and level gauges to determine need for regulating equipment to meet demand.

Lubricates moving parts of machines and makes repairs and adjustments to maintain optimum operating efficiency.

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Writes reports and maintains logs concerning output, utilization of equipment, performed preventative maintenance, overhauls, repairs, and consumption of purchased power.

Maintains adequate ground maintenance of sites where pumping facilities are located including mowing grass, trimming shrubbery and picking up litter.

Opens and sets valves and controls by properly manipulating switches, levers and wheels to start and operate pumps that transfer water from source to consumer establishments.

Inspects buildings and equipment, and makes minor repairs to buildings such as replacing damaged windows, doors and roofs. Mow grass, trims shrubs, and picks up litter.

B. QUALIFICATIONS:

EXPERIENCE, TRAINING, KNOWLEDGE, SKILLS & ABILITIES:

A. Required Minimum Qualifications:

1. Possess a high school diploma or have a certificate of successful completion of the General Educational Development Test.
2. Have at least one (1) year of full time work experience in the installation, maintenance and/or repair of municipal water and sewage pumps and related public works equipment.
3. Possess a valid State of Michigan motor vehicle operator's or chauffeur's license. License must be kept in good standing during MLWSA employment.
4. Successfully complete the six month probationary period.

B. Additional Desirable Qualifications:

1. Reasonable ability to work under hazardous and difficult working conditions common to the industry such as working below grade or in confined places, high voltage areas and/or areas involving heat, offensive odors and dampness.
2. Reasonable knowledge of standard practices, methods, tools and materials of the electrical trades, mechanical trades, and of the public works industry.
3. Reasonable ability to understand and follow written and oral instructions.
5. Reasonable knowledge of and ability to practice standard safety techniques.
6. Some ability to make repairs to electrical wiring.
7. Ability to read and interpret blueprints, manuals, cut sheets, and related informational material.
8. Work experience with Environment-One 2000 Series and Extreme Grinder Pumps (shop service and field installations/service) is desirable.

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9. Work experience with Myers WGL Grinder Pumps (shop service and field installations/service) is desirable.

C. PHYSICAL REQUIREMENTS:

Physical requirements include but are not limited to the following:

1. Frequent moderate to strenuous physical effort required to perform duties under variable conditions with some exposure to occupational risks.
2. Occasionally required to push/pull/lift/team lift objects weighing up to 150 pounds.
3. Ability to stoop, kneel, crawl, crouch, turn and twist.
4. Have manual dexterity and strength to operate objects, tools, or controls and reach with hands and arm; occasionally required to sit, talk and hear.
5. Ability to work outdoors and tolerate weather extremes (heat, cold, precipitation, etc.).
6. Able to work while exposed to noxious odors related to sewage collection and sewage treatment operations.
7. May be required to work in and around sanitary waste/equipment exposed to sanitary waste.
8. Ability to work in cramped quarters which sometimes include confined spaces.
9. Ability to effectively respond to public works emergencies at all hours of the day/night.

This 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 and requirements of the job change.