

**CITY OF VALLEY CITY, NORTH DAKOTA  
WATER/WASTEWATER SPECIALIST I  
JOB DESCRIPTION**

**Title: Water/Wastewater Specialist I**  
**Department:** Public Works  
**Reports To:** Operations Superintendent  
**Supervisory Position:** No

**Date:** 04/17/2019  
**Status:** Non-Exempt  
**Class Grade:** B-21

**POSITION OBJECTIVE and PURPOSE**

Incumbents are responsible for performing a wide variety of duties in the installation, maintenance, and repair of water distribution, wastewater collection and wastewater treatment systems. Duties include: inspecting, repairing and maintaining the lagoon, lift stations, water pump booster stations, water towers, and water pumping stations; maintaining records for lift stations and the lagoon; maintaining operations of wastewater main and inspecting sewer manholes; repairing and maintaining equipment; operating heavy equipment and helping any crew that is shorthanded or needs help during an emergency; performing sanitation services; operating the transfer station; performing flood control; and working with the State Health Department on water testing and draining the lagoon.

**DISTINGUISHING CHARACTERISTICS**

The Water/Wastewater Specialist I is an entry level position. Work at this level includes performing a wide variety of duties in the installation, maintenance, and repair of water distribution, wastewater collection and treatment systems. Incumbent is expected to work toward Grade II Water/Wastewater Certification.

**ESSENTIAL DUTIES**

1. Inspects and maintains the lagoon, lift stations, water pump booster stations, water towers, and water pumping stations to include the following: operating pumps and other equipment in lift stations; ensuring that pumps are operating correctly; making adjustments to pumps and equipment to pull the correct amperage and gallons; performing preventative maintenance; and cleaning bar screens at master lift.
2. Maintains records for lift stations and the lagoon by keeping logs and journals for all maintenance performed, number of hours of run time and pH levels, and recording monthly readings.
3. Maintains operations of sewer main and inspects sewer manholes, which includes the following: cleaning out plugs; keeping air relief valves working and cleaned; cleaning and repairing storm sewers; and repairing leaks.
4. Helps any crew that is shorthanded or needs help during an emergency, which includes the following: responding to power outages, service calls, and emergencies during storms and emergency situations; helping the Water Department with water main breaks, flushing hydrants, and culvert placement; finding locations for water and sewer lines; performing water and sewer taps; installing water valves and mains; installing meters and remotes; helping the line crew pull wire and meters; operating backhoes for street repair, water breaks, drainage ditches, etc.; operating blades for snow removal; and operating payloaders, street sweepers, dump trucks, trenchers, and bucket trucks.

5. Performs sanitation services as follows: operating garbage truck; collecting refuse; collecting yard trimmings, leaves, branches, etc.; and delivering refuse and compost to landfill.
6. Operates the transfer station, which includes the following: weighing vehicles; ensuring customers dump garbage in correct location; collecting money from customers; and entering information on computers.
7. Performs flood control which includes: hauling sand, clay, and equipment; filling bags with sand; building dikes; and pumping water out of areas.
8. Works with the State Health Department on water testing and draining the lagoon which includes testing the pH.
9. Stand-by status: Scheduled for being on stand-by and ready to report to work within (30) minutes of being called in. The stand-by duty week will be from 8:00 A.M. Thursday through 8:00 A.M. the following Thursday.
10. Performs other duties of a similar nature or level.

**EDUCATION and EXPERIENCE:**

High School Diploma or general Equivalency Degree (G.E.D.), up to two years of vocational training depending on area of assignment, and two years of experience operating heavy equipment; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Knowledge of:

- Sewer and storm drainage systems and the gates to close for flooding;
- Water distribution systems;
- Safety rules and regulations;
- Heavy equipment operations;
- Locations of valves, manholes, sewer mains, and hydrants.

**MINIMUM QUALIFICATIONS:**

Skill in:

- Using computers and related software applications;
- Reading blueprints and marks for underground services;
- Dealing with the general public;
- Performing oil changes and maintaining equipment;
- Setting chains for spreading gravel;
- Taking a pH test;
- Maintaining records;
- Installing and repairing water meters;
- Repairing water and sewer lines;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

**PHYSICAL REQUIREMENTS:**

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, driving, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.

Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, personal injury, fumes, odors, dusts, gases, chemicals, oils, extreme temperatures, intense noises, and travel.

Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

**LICENSING REQUIREMENTS** (position requirements at entry):

**Valley City wastewater collection, wastewater treatment and water distribution operations require a Grade II operator certificate.**

- Valid North Dakota Commercial Driver’s License;

**LICENSING REQUIREMENT - a maximum of three years to meet the following Grade II Water/Wastewater Classifications**

- Grade II Wastewater Collection Certification;
- Grade II Wastewater Treatment Certification;
- Grade II Water Distribution Certification;
- Field pH Testing Certificate.