



Job Description

Water System Operator-Electrical Technician

Pay Grade: 08

Employment Status: Full-Time

FLSA Status: Non-Exempt

Experience Required: Minimum five (5) years maintaining water and wastewater facilities.

Minimum Education Requirements: High School Diploma or G.E.D.

Direct Supervisor: Water Quality Superintendent or designee.

Supervisory Responsibility: No

Primary Work Location: Wastewater Treatment Plant

Certification: Possess D.S. III Missouri Drinking Water Distribution Operator Certification; Possess class "D" Drinking Water Treatment State of Missouri operator certification; Possess a valid State of Missouri CDL driver's license.

Job Summary: Performs a variety of maintenance, operation, and repair tasks for the water and wastewater facilities for the City of Nixa.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Perform a variety of skilled technical duties including installation, calibration, alteration, maintenance and repair of water/wastewater facilities electrical and instrumentation systems, equipment and fixtures. Examples of the equipment services include motors, MCCs, VFDs PLC, soft starts, digital and analog instrumentation, radio transmitters/receivers, and field instrumentation.
- Participate in the electrical/instrumentation maintenance control and repair of all related plant process equipment, including pumps, blowers, scrubbers, motors, chlorinators, chemical feed and sludge transformers and control equipment. Order, install and tests new equipment.
- Calibrate process control systems; water pumps boosters' stations, and wastewater lift stations and treatment plant.
- Prepare and submit reports of activities, inspections and findings to the Water Plant Operations Supervisor. Operate oscilloscope, ammeter, ohmmeter, voltage meter and specialized meters and instrumentation equipment.
- Along with other workers, participates in water system and wastewater system maintenance. May assist other City workers in general activities such as meter reading or ground maintenance.
- Operates automotive and motorized equipment, including air compressor, backhoe, dump truck, pickup truck, lawnmower, end loader, fork lift & water truck; utilizes a variety of hand tools including leaf rake, pitchfork, post driver, shovel, sledgehammer, and chain saw.
- Conducts a variety of laboratory tests for operating and quality control of a state approved water system.
- Effectively perform as a member of a team in carrying out the City's organizational development plan philosophy.
- Maintain and operate a fluoride and telemetry type water system.
- Perform other tasks and duties assigned by supervision.
- Assist with the inspection and oversight of new subdivision water and wastewater systems installation and final testing.

Essential Functions, Qualifications, Knowledge, Skills, and Abilities (KSA's) for Employment



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An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Electronic circuits, components, products, firmware, software, and integrated systems associated with a water quality utility.
- Methods, equipment, and materials for water and wastewater maintenance, cleaning, repair and construction.
- Occupational hazards and safe working practices.

Skills

- Good oral and written communications.
- Establishing and maintaining effective working relationships with other staff, and members of the public.
- Operating a variety of automotive, motorized, and hand-held equipment.
- General labor, construction, and landscape involving the operation of light automotive equipment.
- Skill in installation or repairs of electrical & pneumatic controls.

Abilities

- Troubleshoot and evaluate operational systems and recommend design modifications to eliminate causes of malfunctions or changes in system requirements.
- Stooping, climbing, bending.
- Pushing and pulling 100 pounds, and lifting 60 pounds 3 feet above head.
- May be exposed to extreme weather conditions, dust, and /or pollen.
- Mentally analyze a situation, solve problems and make decisions under pressure in area of responsibility.

**This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will.

Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Effective Date:



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Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- ☐ I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Employee Signature

Date

Supervisor Signature

Date

Human Resources

Date