

TOWN OF MILTON
Job Description

Title: Water/Wastewater Technician II

Revision Date: April, 2023

Department: Public Works

Reports to: Water/Wastewater Superintendent

OVERVIEW OF POSITION

Performs duties in the operation and maintenance of the Municipal Water and Wastewater Treatment Facilities in order to provide an adequate supply of safe potable water for consumption, as well as a safe and effective Wastewater Treatment System.

ESSENTIAL JOB FUNCTIONS

(The following are illustrative of the duties and responsibilities associated with this position and are not intended to be all-inclusive.)

The Water/Wastewater Technician II ("Tech II"), will require minimal supervision to complete, as examples, the following:

Operate pumps, controls and other pumping station equipment; adjust water pressure and flow as needed due to main breaks, manage periodic hydrant flushing, construction and other conditions within the distribution system.

Independently schedule and perform regular maintenance, troubleshooting and cleaning duties on equipment and Department facilities.

Proficiently uses a variety of hand, power tools and testing equipment in performing assigned duties in and outside plant buildings.

Collects water and wastewater samples and performs chemical and biological examinations to determine chlorine, BOD's, E.coli, pH, DO and TSS. Ensures the Water and Wastewater Facilities are operating within permitted limits and report findings to the Superintendent.

Performs daily inspections of all facilities, lift stations, equipment, machinery and control panels; periodically tests valves, replaces pumps, motors, process equipment, meters, gauges and other equipment. Reports findings daily to the Superintendent.

Troubleshoots and corrects problems by checking pipes, valves, timers, controls (mechanical, electrical and electronic) and otherwise ensures that construction complies with applicable codes.

In conjunction with the Town Engineer and/or Water/Wastewater Superintendent, reviews plans and specifications and performs inspections of new water or wastewater facilities to assure that the design and construction meet or exceed current industry standards.

Reads and maintains water meters. Schedule appointments and repairs water meters and reading equipment. Works with the Superintendent and Finance Department to download meter-reading results onto the computer and review the pre-billing list for errors.

Performs public relations duties including responding to calls for service and delivering service, disconnection or meter repair notices. Locates and marks water services and mains and wastewater collection lines, as required. Works with contractors and/or developers on matters pertaining to the water or wastewater systems, in the absence of, or in cooperation with the Superintendent.

Prepares Monthly State, wastewater, and water Operational reports to be reviewed by the Superintendent.

Other duties as assigned.

QUALIFICATIONS

Knowledge, Skills and Abilities

Requires thorough knowledge of the principles and practices of the operation and maintenance of pumps, mechanical equipment and small tools (both hand and power).. Requires more advanced knowledge of the principles of mathematics, chemistry, biology, hydraulics, electronics and electricity. Requires knowledge of the occupational hazards and safety connected with Water Distribution and Wastewater Plant operations.

Education or Formal Training:

High School Diploma, or equivalency, a minimum. Associates degree in engineering technology, chemistry, or biology preferred. Previous coursework in the water and/or wastewater field also desirable.

Experience:

Two years of experience in water system operations and/or wastewater collection systems/Treatment plant operations; possession of Vermont Class 2-DM Pollution Abatement Facility Operator certification (preferred). Requires the possession of a Vermont Class D Water Distribution System Operator Certification within One (1) year of employment or promotion. This position requires the continuous possession of a valid Vermont Commercial Drivers License (CDL).

EQUIPMENT USED:

Personal computer, computerized meter reading equipment, trucks, pumps, generators, confined space and atmospheric monitoring equipment, SCADA system,

locating and tracing equipment, electrical and hydraulic troubleshooting equipment, and other equipment necessary to perform the functions of this job.

WORKING ENVIRONMENT AND PHYSICAL ACTIVITIES:

Job is performed primarily in field settings, including enclosed and/or confined spaces. Exposure to chemicals, dust, fumes and gases during treatment and testing of systems. Frequently requires bending and stooping; work on uneven ground; lifting and carrying of objects up to 80lbs. Occasionally requires squatting; crawling; climbing stairs/ladders; reaching above shoulder level; crouching; kneeling; balancing; and carrying and lifting of objects up to 100lbs. Requires prolonged periods of walking, standing or sitting while reading meters and performing normal and emergency operations. Requires exposure to harsh climates for prolonged periods while performing emergency repairs.