



CITY OF ELY

501 Mill Street, Ely Nevada 89301

City Hall (775) 289-2430

www.cityofelynv.gov

WWTP Service Worker

FLSA Status: Non-exempt
Safety Sensitive: Yes

Created: 3/5/2021
Last Revised: 11/7/2024

DEFINITION: Under the Public Works Supervisor's direction, provide daily operations of the City of Ely Wastewater Treatment Plant, Laboratory and perform other work as assigned. Work is performed both in the lab and in the field, as necessary.

DISTINGUISHING CHARACTERISTICS: The position is entry-level. Employee(s) may advance to the higher level after gaining experience and demonstrating the higher-level class's proficiency. Under no circumstances may an employee advance to the higher level (Asst. Operator) until they meet the minimum qualifications.

ESSENTIAL FUNCTIONS: *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions).*

- Operate, maintain and monitor all aspects of the treatment facilities. Including yard and building maintenance.
- Record and maintain all records, daily and otherwise, and prepare reports regarding the operation of the plant. Collect and conduct wastewater and water analysis for physical, chemical, and biological constituents when needed to ensure they meet federal and state requirements.
- Monitor gauges, meters, and control panels; Start and stop pumps, aerators, engines, and generators; Operate computerized equipment related to the process.
- Keep aware of safety hazards and follow safety procedures.
- Assist in the repair and maintenance of equipment used by the department, as required.

QUALIFICATIONS FOR EMPLOYMENT:

Knowledge, Skills, and Abilities: (KSAs are the attributes required to perform a job; generally demonstrated through qualifying experience, education, or training.)

Knowledge of:

The City of Ely is an equal opportunity provider and employer.

- Methods, materials, and procedures used in inspection, repair and maintenance of water systems;
- Occupational hazards and standard safety practices;
- Operational characteristics of pump equipment;
- Pump capabilities to regulate water flow;
- Basic principles of hydraulics;
- Basic mathematical calculations;
- Current computer hardware and common applications at a basic level, such as word processing, spreadsheet, and database; and
- Pertinent federal, state and local laws, codes and regulations.

Skills to:

- Read and write English at a level necessary to perform essential functions;
- Learn to operate a variety of pumping equipment in a safe and effective manner;
- Perform less complex wastewater treatment operations;

Ability to:

- Monitor and control wastewater treatment plant functions through the use of the SCADA and complex computer control systems;
- Learn the principles and regulations of the treatment and distribution of reuse water;
- Learn chlorine formulas and testing techniques;
- Learn to recognize improper pump operation through visual or auditory inspection;
- Learn to perform preventive and corrective maintenance on facility equipment;
- Learn to calculate chemical needs of wastewater based on analysis results;
- Work in confined spaces wearing a breathing apparatus;
- Understand and follow oral and written instructions; and
- Communicate clearly and concisely, both orally and in writing.

Special Requirements and Licensing:

- Must possess at a minimum a valid Class C Nevada Driver's License or an equivalent from another state. If using an equivalent, must be able to obtain a Nevada Class C license at a minimum within 30 days as a condition of employment.
- Must possess or obtain a Nevada Grade I Wastewater Treatment Plant Operator Certificate within two years of employment.

Working Conditions:

- Most of the work is performed at the Wastewater Treatment Plant. Frequent exposure to outdoor conditions such as extremes of hot and cold, wet, and humid conditions, dust, grease, fumes, and toxic or caustic chemicals. Employees frequently work near moving mechanical parts and are exposed to working near or around engine noises—frequent exposure to petroleum product vapors and skin contact with petroleum products and occasionally assigned to work independently in isolated geographic areas
- Subject to adverse weather conditions, fumes, toxic agents, and hazards associated with the operation and maintenance of wastewater treatment plants.
- Must be willing to work off-hours, night, weekend, and holiday shifts as needed. Might

- be held over or work assigned shifts as needed.
- Frequent interruptions to planned work activities may occur; special assignments from department heads help co-workers or the public.
- The City of Ely facilities is a smoke-free work environment.

Physical Demands & Mental Requirements:

The physical requirement described herein are repetitive of those that must be met by an employee to successfully perform the essential functions of this position.

Strength, stamina, and dexterity to sit in vehicles operating on rough roads and rough surfaces for long periods of time each day; walk on uneven or slippery surfaces; perform heavy manual tasks using hand tools such as shovel and picks; perform repetitive motions, including use of controls with hands and feet; climb up and down ladders to enter confined spaces and other areas; coordination and dexterity to adjust and make minor repairs to equipment; strength to lift and carry containers and equipment which regularly weigh up to fifty (50) pounds, and may occasionally weigh up to one hundred (100) pounds. Visual acuity sufficient to operate equipment and read gauges in a variety of lighting conditions, including bright light, low light, and low visibility conditions; depth perception sufficient to maneuver equipment and determine position of equipment components; ability to hear changes in operation of motors and other equipment. Ability to appropriately handle stress and interact with others, including supervisors, coworkers, clients, and customers. Regular and consistent punctuality and attendance. The ability to interact professionally, communicate effectively, and exchange information accurately with all internal and external customers.

Working Conditions:

Work is performed under the following conditions:

Work in outdoor and indoor environments with intermittent to frequent exposure each day to unpleasant elements such as vibrations, noise, dust, fumes and odors, dampness, raw sewage, noise levels or extreme weather conditions including heat, rain, snow, cold, wind, and dust. Potential exposure to dangerous chemicals. Occasional work in confined areas. Work is typically performed independently and may be isolated in geographic areas. Ability to travel to different sites and locations; availability for on-call, standby and emergency calls.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and applicants are encouraged to discuss potential accommodations with the employer.

Employee's Acknowledgment: I acknowledge that I have read the above job description and have received a copy for my records.

Employee's Signature

Date Signed