

City of Maysville, GA

JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Water Department: Water/Wastewater Operator (Full-time)

The Water/Wastewater Operator works full-time to take care of the day-to-day operations of the City of Maysville Water/Wastewater Department in a manner that benefits the city's customers and the community. The range of duties vary requiring mature judgement, flexibility, and skill with the public, and ability to perform tasks effectively and efficiently.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES

- **WATER TANKS**- Maintain levels of water tanks daily with no overflows
- **WELLS** – Check and service wells each day. Maintain proper chlorine readings and record information on daily summary form for E.P.D. Service equipment and pumps, etc. as necessary. Pull all samples required by E.P.D. Keep wellhouse neat and clean.
- **DISTRIBUTION**- Meters, valves, hydrants, etc.

METERS & BOXES :

- Maintain lids, boxes, and meters. Repair and replace as necessary. Replace and non-working or hard to read meters. Keep boxes cleared of debris (dirt, leaves, etc.) Repair and leaks at curb stops, couplings, etc.

METER READING :

- Start time no later than the 18th of the month, unless this falls on the weekend or a holiday.
 - Routes to be split up between operators to finish readings in less time having a more accurate period of usage for customers.
 - Read meters accurately for less re-checks.
 - No meter reading except by city employees.
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- Oversees detainees, and community service workers.
 - Suggests to the city and council areas of concern or improvement needed.
 - Oversees maintenance of city buildings both interior and exterior.
 - Participates in training and workshops and maintains certification as required by E.P.D.
 - Other duties as assigned by supervisor.

QUALIFICATIONS

- Knowledge, skills and abilities in the practices and procedures of water management. Good attention to detail and ability to complete routine tasks successfully.
- Ability to learn specific computer skills (i.e. handheld for meter reading).
- Awareness and understanding of the community which the city serves.
- Willingness to work successfully with the Supervisor, City and Council, in carrying out the policies and fulfilling the mission of the city. Willingness to follow directions and have a good team attitude.
- Ability to meet the schedule of the job, including some nights and weekends.
- High School degree required; relevant work experience preferred.
- Skill in meeting and working with the public.
- Ability to supervise work of detainees, and community service workers, train to obtain Class III Certification within 1 year.

TRAINING, SUPERVISION, AND EVALUATION

- The Water/Wastewater Operator is trained, supervised, and evaluated by the Water/Wastewater Supervisor, Mayor, City Clerk, and Council of the City of Maysville. Any specialized training and certification (as required by E.P.D.) are to be maintained as required.

SCHEDULE OF JOB: 7:00 a.m-4:00 p.m. Monday through Friday, weekends or holidays 2 hours each day. Operators will rotate comp time for weekend time.