



## LUMMI TRIBAL SEWER & WATER DISTRICT

2156 LUMMI VIEW DRIVE • BELLINGHAM, WA 98226

(360) 758-7167 • (360) 758-7195

### JOB DESCRIPTION

#### Sewer Utility Laborer/ Operator

<b>EXEMPT:</b>	No	<b>DEPT:</b>	Sewer Department
<b>SALARY LEVEL:</b>	\$17.85 - \$38.70 (DOE)	<b>DURATION:</b>	Regular Full-Time
<b>SHIFT:</b>	Day w/ On-Call duties	<b>LOCATION:</b>	Gooseberry Point WWTP

**JOB SUMMARY:** Under the active guidance of the Sewer Supervisor the Utility Operator operates, maintains, and repairs the district's; water treatment plant, water production wells, water distribution system, and storage facilities depending upon their assignment.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES include the following, and other related duties as assigned:

#### **RESPONSIBILITIES:**

1. Responsible for all wastewater system operation, monitoring, maintenance, and repair activities to ensure safe, continuous, and uninterrupted service to District customers.
2. Responsible for following all safety standards and/or regulations, and for reporting any hazards to their supervisor.
3. Responsible for responding to emergency situations as they occur within the district.
4. Responsible for On-Call duties on a rotating schedule including weekends and holidays.

#### **JOB DUTIES:**

The Utility Operator performs a wide range of duties, including, but not limited to the following:

1. Operates the wastewater collection system lift stations and performs jetting and smoke testing of the sewer mains and services.
2. Operates the wastewater treatment plants including preliminary, primary, and secondary treatment, disinfection, and solids handling and disposal processes.
3. Performs preventive maintenance, troubleshooting and corrective maintenance on all sewer facilities.
4. Monitors overall system performance through use of the SCADA system displays and reports.
5. Monitors water quality through field sampling and testing as required under the Clean Water Act.
6. Inspects new sewer lines and locates existing lines and service for contractors.
7. Maintains and orders inventory of supplies, tools and equipment as needed.
8. Performs cleaning, painting, and ground maintenance for all District facilities.
9. Rotates with other personnel for holiday and weekend coverage of the water and sewer system.
10. Supervises temporary workers assigned to them.
11. Performs field and other special projects as assigned.

**QUALIFICATIONS:**

- 1 High School Diploma or GED
- 2 Valid Washington State Driver’s License
- 3 Initiative and the ability to work independently with a minimal amount of supervision.
- 4 Ability to analyze situations and problem solve with mechanical and electrical equipment.
- 5 Knowledge of and ability to effectively use computerized and automated process control of water and wastewater systems.
- 6 Ability to read and follow technical written and oral instructions.
- 7 Ability to spell and write legibly on forms, logbooks, and other documents.
- 8 Ability to maintain concentration while performing routine repetitive tasks.
- 9 Ability to establish and maintain effective working relationships with diverse groups including employees, personnel from other tribal departments and the public.
- 10 Ability to operate a variety of hand and power tools.
- 11 Willingness to work outdoors in all types of weather.
- 12 Physical ability to perform the essential functions of the job.
- 13 Pass pre-employment and random drug test.
- 14 Lummi/Native American/Veteran preference policy applies.

**SPECIAL REQUIREMENTS:**

Must obtain the following:

- 1 Collection Certification within two years of employment.
- 2 Cross Connection Control Specialist Certification within two years of employment.
- 3 Wastewater Treatment Plant Operator – Group I (WWTPO1) within two years of employment.
- 4 Must Obtain a WA Commercial Driver’s License (CDL) within one year of employment.

I acknowledge that I have reviewed and received a copy of the Water and Sewer Utility Operator Job Description:

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Supervisor Signature**

\_\_\_\_\_  
**Date**