



## TOWN OF PLATTEVILLE

Public Works Department  
400 Grand Avenue  
Platteville, Colorado 80651  
970.785.2245 - 970.785.2476 (fax)

### Water & Wastewater Utilities Operator

PREFERED: Water Distribution Class 1 Operator  
PREFERED: Wastewater Operator Class "D" Minimum  
and / or Class 1 Collections Operator  
Revised September 2024

Full-time (40hours) or 3/4 Time (30 hours), Benefited, non-exempt position with the Town of Platteville Public Works Department. The hours for this position will be 6:30 a.m. to 5:00 p.m.  
**Weekend days and one or two business days per week, 10-hour shifts.**

\*Salary Range \$43,680 annually to \$56,160 annually  
Hiring Range \$43,680 annually to \$49,920 annually DOQ

**Benefits Included:** 100% Employee Health and 50% Dependent Health Insurance premiums paid; 100% Employee Dental, Vision and Life Insurance (\$50K) premiums paid. Annual Vacation and Sick Time provided along with 12 paid holidays per year. Retirement program offered through PERA, Public Employees Retirement Association with 401K options. Longevity program after just three years employment.

**General Statement of Duties:** This position involves the daily operation, maintenance of the Town's SBR wastewater treatment facility, collection system, potable water distribution system, equipment, and grounds in a professional, competent, and efficient manner representative of the expected standard for a Class "D" Licensed Operator, Class 1 Collections Operator and Class 1 Distribution Operator. This position prefers the possession and retention of three (3) operator licenses with the State of Colorado prior to hiring; but will consider anyone with some of the preferred licenses and a willingness to attain the others within one year of hire.

As a part of the Town's Public Works Department, this position may at times need to participate in a variety of maintenance and construction work on Town streets, parks, cemetery, and other Town owned public facilities.

Must reside within 45 minutes of the Public Works Shop at 400 Grand Ave, Platteville, CO 80651

***On a rotating basis, will be scheduled on call duty for nights and weekends. Including WWTF, collection or distribution emergencies. Must be willing to work overtime, holidays, and weekends as needed. May be called out for emergencies even when not on the rotational on-call schedule.***

**Supervision Received:** Works under the supervision of the Water and Wastewater Utilities Foreman, Town Systems Operator in Responsible Charge (ORC). No supervisory responsibility, however, as part of the utility team, should be willing to share and provide technical assistance to less-experienced employees within the Public Works department.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** The following examples are intended to be **ILLUSTRATIVE ONLY** and are not intended to be all inclusive. The Town of Platteville retains the right to modify, change or add to the duties and essential functions at any time.

Serves as wastewater treatment facility (WWTF), collection and distribution system's duty operator. Responsible daily operation activities of the wastewater and water systems and treatment facilities following the direction from the Town ORC.

Performs wastewater and water quality sample collection and some testing procedures to ensure water quality. Works with the ORC and contract staff to facilitate the Town's cross connection control program activities. Performs wastewater and water pipeline maintenance; repair service and main line leaks; exercises water valves and fire hydrants; in accordance with the Town's procedures and standard specifications. Reads water meters and identifies equipment problems; performs meter maintenance, including meter change-outs and shut-offs as required. Documents and records the routine maintenance, testing, sampling, repairs, inspections, construction projects and emergency service calls.

May operate medium to heavy equipment in the repair of wastewater collection and water distribution systems; including, use and/or operation of dump truck, backhoe, tractors and other small power equipment. Performs preventative maintenance to the water distribution system through valve exercising; Locates wastewater and water utilities using electronic locating devices. Work with data input for the Town's GIS asset management program.

Operates pumps, motors, sludge equipment, UV disinfection system and other equipment. Cleans precipitates such as grit, solids, trash, and debris from sump, catch basin, grit chamber and other tanks, wet-wells, or vessels at the WWTF, lift stations or collection system. Perform laboratory analysis of wastewater, Biosolids, and sediments for chemical and microbiological contaminants, including calibration of instruments, keeping logs, Operate and perform routine maintenance on laboratory instruments; maintain laboratory supplies; Perform routine laboratory duties such as prepare chemical reagents, media, and standard solutions; Work with a variety of hazardous materials including chemicals, solvents, and biohazards using appropriate safety precautions. Ability to understand regulations regarding wastewater treatment plants; Follow laboratory instructions and procedures. Resolve problems with minimal supervision and consultation with the Town's ORC.

Performs general equipment inspection; Performs preventative and corrective maintenance; Operates, evaluates, and adjusts SCADA system. Reports on major changes, treatment conditions, and significant work orders to the ORC. Changes chemical containers, dewater sludge, and performs general plant maintenance and housekeeping including building and grounds. Must perform work in a safe manner utilizing the proper safety equipment and methods.

Participates in routine cleaning, maintenance, and inspection of the wastewater collections system. May be required to conduct confined space entries after completing appropriate training and education.

**Other Duties as Assigned:** There are many miscellaneous aspects to the jobs and tasks to be completed. Due to the number and variety, it is not possible to list them all.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Relationships and Communication:** Requires the ability to maintain effective, respectful working relations with superiors, fellow employees, and the public. Must have the ability to remain calm in stressful environment and maintain a good attitude and demeanor towards others.

**Education and/or Experience:** High school diploma or general education degree (GED); and one (1) year of related experience in wastewater treatment, collection, and distribution system operations preferred.

**Certificates, Licenses and Registrations:** Have or obtain within one year of employment the following:

**Colorado Class 1 Distribution** certification.

**Wastewater Operator "D"** certification.

**Class 1 Collection** certification.

Must possess a valid **Colorado driver's license** and be insurable by Town standards.

Must have or obtain CPR/First Aid certificate within six months of employment.

Computer experience is necessary.

**Language Skills:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively with other Town employees.

**Reasoning Ability:** Ability to solve practical problems and deal with a variety variables. Ability to interpret instructions furnished in written, oral, diagram, or schedule form.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or listen. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 100 pounds. The employee must be able to do 10 hours of physical work with breaks. Must meet physical requirements to wear full-face respirators. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently exposed to outside weather conditions; extreme cold and heat; wet and/or humid conditions; moving mechanical parts; odorous fumes or airborne particles; unsanitary conditions and equipment; vibration; and street traffic conditions. The employee is occasionally exposed to high, precarious places; toxic or caustic chemicals, and the risk of electrical shock; work in confined spaces. Maybe exposed to odorous atmospheres for extended lengths of time. The noise level in the work environment can be unusually loud at times.

**Requirements:** Knowledge of the policies, procedures, and goals of the department and Town. Including general operational procedures of a water distribution system, and wastewater treatment facility and collection system, including lift stations. Knowledge of applicable safety procedures and regulations, including confined space.

**Equal Opportunity Employer:** The Town of Platteville is a drug-free workplace that provides employment opportunities in compliance with all pertinent federal, state, and local laws and Town values that promote employee participation in the delivery of quality services to and on behalf of the community. Accordingly, the Town celebrates diversity in the workforce. The Town of Platteville conducts pre-employment drug testing, physicals, and background investigations as a condition of employment. A positive drug screen test for marijuana will disqualify a candidate from being considered for employment, regardless of whether the use is recreational or medical (red card). All new hires with the Town of Platteville are subject to a 6-month (minimum) probationary period. The Town of Platteville is an "at will" employer.