

City of Olivia
Position: Full Time Water/Wastewater Operator
Deadline: June 5, 2023 @ 12:00 PM

The City of Olivia is accepting applications for a Full-time Water/Wastewater Operator position. Position duties include performing skilled maintenance operations involving the water treatment and distribution and wastewater collection and treatment systems for the City and other duties as assigned. Applicants must have a valid MN Class B driver's license and have or acquire a Class D Water and Wastewater facilities within one year of hire. One year of experience recommended but not required. Vocational or Technical training water systems and treatment can substitute for required experience. Schedule will require working every 3rd weekend and some holidays. The starting pay range is \$24.65-\$29.75 depending on qualifying experience. A competitive benefits package is also provided. Interested individuals are requested to submit a cover letter, resume and completed city application form to Olivia City Hall, 1009 Lincoln Ave. W., Olivia, MN 56277. All materials must be received by 12:00 p.m. on June 5, 2023 to be considered. Applications may be picked up at City Hall during regular business hours or downloaded from the City's website (olivia.mn.us).

**CITY OF OLIVIA
WATER/WASTEWATER OPERATOR
JOB DESCRIPTION**

JOB TITLE:	Water/Wastewater Operator
SUPERVISION:	Reports to Water/Wastewater Superintendent
EFFECTIVE DATE:	September 2019
FLSA STATUS:	Non-Exempt
PAY GRADE / RANGE (2019):	Grade
HOURS WORKED:	40 hours / week

SUMMARY OF POSITION:

Performs skilled maintenance operations work involving the water treatment and distribution and wastewater collection and treatment systems for the City.

SUPERVISION RECEIVED:

Works under the general supervision and direction of the Water/Wastewater Superintendent.

SUPERVISORY FUNCTIONS:

None

EQUIPMENT/JOB LOCATION:

Work is performed on city vehicles, equipment, water/wastewater infrastructure and buildings with occasional inside work. Equipment includes but is not limited to department vehicles, backhoe, Ag-Gator/tractor, jetter, vac unit, mowers, water truck, sludge wagon, jack hammer and a wide variety of hand and power tools.

PRIMARY / ESSENTIAL FUNCTIONS OF THE JOB:

- Inspects and monitors city wet and dry wells for proper operation; places packing in the pumps, maintains and repairs motors, and monitors the electrical system, replacing fuses as needed.
- Backwashes the water filter plant daily.
- Collects water samples, performs laboratory tests and/or submits to Health Department.
- Maintains the laboratory to ensure certification requirements are met.
- Operates and maintains pumps, control panels, chlorinators, chemical feeders, cleans tanks and aerator, changes filters, mixes chemicals and changes the chlorine cylinders.
- Maintains records of amount of water pumped and chemicals used in water treatment.
- Maintains and repairs fire hydrants.
- Performs general maintenance to tower and pump house buildings.
- Installs and calibrates water meters on new and existing structures; cleans and repairs water meters; reads water meters.
- Performs water hook-ups and disconnects; replaces curb stops.
- Installs and repairs or replaces water mains; responds to water main breaks.
- Performs water audits and camera of sewer service lines.
- Repairs, replaces, cleans and installs sewer lines.
- Assists in maintaining a Class B Mechanical activated sludge plant.

- Bags grit and rag screenings and pumps sludge.
- Monitors and repairs plant equipment including changing fuses, checking amps, cleaning and servicing wastewater tanks and performing annual inspections.
- Records daily flow and performs testing of effluent and influent samples as required by the MPCA; adjusts process control as needed.
- Inspects and monitors lift stations for proper operation of motors and pumps, checks wet well for proper elevation.
- Performs maintenance at lift stations including repairing or replacing fans, heaters and submersible pumps; inspecting, cleaning and changing oil on motors; cleans lift stations.
- Performs air tests on sewer lines and pressure tests on water lines; cleans sanitary sewers and blows fresh air in manholes.
- Mows, applies weed killer and plows or blows snow around the plants using a loader or backhoe.
- Takes soil samples and sends to MN Valley Testing Laboratories; applies sludge to designated fields.
- Operates and maintains department equipment.
- Activates emergency water/wastewater generators during storms.
- Assists other departments as needed.
- Assists in completing monthly NPDES and TSS Reports and the annual PCA land application report.
- Promotes effective community relations by positive and professional interactions with citizens and officials.
- Attends classes and meetings to maintain required licenses, certifications, and professional knowledge.
- Performs related duties as assigned or apparent.

REQUIRED SKILLS / ABILITIES:

- Knowledge of tools, methods, operations and materials used in water and wastewater operations.
- Knowledge of water and wastewater testing and treatment.
- Knowledge of the occupational hazards and safety precautions necessary to perform manual and maintenance work with water and wastewater collection systems.
- Working knowledge of the operation of a Class C water plant and a Class B mechanical activated sludge wastewater plant.
- Working knowledge of federal and state laws, municipal ordinances, and regulatory requirements for water facilities and wastewater collection systems.
- Skill in the repair and maintenance of water and wastewater collection equipment and facilities.
- Skill in testing and treating water and wastewater samples.
- Ability to read and interpret technical manuals and to determine solutions to a variety of operational and maintenance problems.
- Ability to communicate effectively with other City employees and the general public.
- Ability to follow oral and written instructions and to work independently with minimal directions.
- Working ability to perform mathematical calculations and operate a computer.
- Working ability to accurately compile and report laboratory data and maintain records.
- Ability to work outside year-round, including during inclement weather.
- Ability to multi-task and accomplish assigned duties in a timely manner.

- Ability to perform fairly standard procedures and use basic analytical ability. Detailed guidelines and procedures are generally used to make decisions or determine actions.

PHYSICAL DEMANDS:

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

- Ability to perform heavy manual labor requiring continual use of large motor skills, standing or walking for long periods, and frequent bending, stooping, shoveling twisting, turning, crouching, stretching and reaching to perform the work.
- Ability to excavate dirt using a backhoe and shovel, and to work in confined spaces in trenches, tanks, lift stations, and utility holes in a safe manner.
- Ability to work at heights of 20 to 30 feet.
- Ability to regularly lift and carry objects weighing up to 50-60 pounds and occasionally lift and carry objects weighing 80-100 pounds.
- Considerable ability to work with and around hazardous chemicals and strong fumes, and to work with potential exposure to infectious disease.
- Ability to frequently use both large and fine motor skills and to have good eyesight, hearing and be able to smell to perform the work.
- Working ability to work outside year-round, including during inclement weather.
- Working ability to occasionally work with the potential for electric shock.
- Ability to work with exposure to loud noises from operating equipment.
- Ability to see, hear and manipulate objects requiring fine motor coordination.
- Ability to work at times other than normal schedule.

MINIMUM QUALIFICATIONS:

- High School diploma or GED certificate
- Minimum of one year relevant experience or vocational or technical training in water systems and treatment
- Valid Minnesota Class A driver's license with tanker endorsement
- Class D Water license and D Wastewater license must be obtained within one year of hire

NON-DISCRIMINATION STATEMENT

The City of Olivia will not discriminate against any employee or applicant for employment because of any legally protected class or status.

(The examples given above are intended only as illustrations of various types of work performed and are not necessarily all-inclusive. This position description is subject to change as the needs of the employer and requirements of the position change.)



1009 W. Lincoln Avenue, Olivia, MN 56277
 (320)523-2361 (320) 523-1416 (fax)

APPLICATION FOR EMPLOYMENT
An Equal Opportunity Employer

Position Applied For:			Date of Application
Available to Work: <input type="checkbox"/> Full Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Seasonal <input type="checkbox"/> Shift Work			
When would you be available?			Social Security #: _____
Last Name	First Name	Middle Name	Driver's License # and Type: _____
Home Phone: (____) _____ Work Phone: (____) _____ Email Address: _____			Are you a United States citizen or legally eligible to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If hired, you will be required to provide documentation that you are eligible to work in the U.S)</i>
Address: _____			
Are you of legal age to work? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If yes verification will be required)</i>			
Are you currently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No			
May we contact your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			

RECORD OF EDUCATION

Education	School Name, City and State		Major Area of Study
High School		Diploma <input type="checkbox"/> Yes <input type="checkbox"/> No GED <input type="checkbox"/> Yes <input type="checkbox"/> No	
College		Degree Completed: <input type="checkbox"/> Associates <input type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> Other <input type="checkbox"/> No degree _____ (# of years completed or credits earned)	
Technical or Certificate Programs		Indicate type of certificate earned.	

Summarize special skills/training not listed above:

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Current Employment Information			
Employer:	Dates Employed: From _____ To _____	Job Title	
Address:			
Telephone:	Job Duties		
Pay Information			
Starting:			Ending:
Reason for Leaving:			

Previous Employment Information			
Employer:	Dates Employed: From _____ To _____	Job Title	
Address:			
Telephone:	Job Duties		
Pay Information			
Starting:			Ending:
Reason for Leaving:			

Previous Employment Information			
Employer:	Dates Employed: From _____ To _____	Job Title	
Address:			
Telephone:	Job Duties		
Pay Information			
Starting:			Ending:
Reason for Leaving:			

List professional registration, memberships, licenses and/or certificates related to the position you are applying for

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REFERENCES: Please list three persons, who are not related to you or previous supervisors, who can provide professional references.

Name	Address	Phone #	Relationship/Occupation	Years Known

Claim for Veteran's Preference

Complete this section ONLY if you are a veteran AND claiming veteran's preference. If you do not meet the eligibility requirements outlined below, do not complete this section. To use the preference you must complete this section AND supply a copy of your discharge papers (DD214 Form).

A **veteran**, for purpose of offering a preference, is a citizen of the United States or a resident alien separated under honorable conditions from any branch of the U.S. armed forces:

- After having served on active duty for 181 consecutive days; or
- By reason of disability incurred while serving on active duty; or
- Who has met the minimum active duty required as defined by CFR, Title 38, Section 3.12a; or
- Who has active military service certified under 38 U.S.C.A. Section 106, Part I, Chapter 1.

Active Duty Information:

Have your (or your disable spouse) served on active duty without interruption for 181 days or more? Yes No

Type of separation: Honorable Honorable release from active duty and transfer to reserves Medical Other

For Disabled Veterans:

Permanent Yes No Percent of Disability _____%

For Spouses of Deceased Veterans:

Have you remarried? Yes No

Affidavit:

I hereby claim veteran's preference for this position and certify that all of the information given is true, complete, and correct to the best of my knowledge.

I hereby authorize the Veteran's Administration to release information necessary to process this application to the City of Olivia.

Signature

Date

APPLICANT ACKNOWLEDGMENT AND AUTHORIZATION

We welcome you as an applicant for employment with the City of Olivia. It is the city's policy to provide equal opportunity in employment. The City will not discriminate on the basis of race, age, religion, national origin, marital status, disability, sex, sexual orientation, status with regard to public assistance, or any other basis protected by law. Some information contained and requested in this application is considered public data under the Minnesota Government Data Practices Act, including veteran status, relevant test scores, rank on eligibility list, job history, education, training, and work availability. As an applicant for employment, your name is considered private until you become a finalist for employment with the City. You are considered a finalist if and when you are selected for an interview by the hiring authority. Typically, the other information contained and requested in this application is considered private data under the Minnesota Government Data Practices Act, and will be used only in conjunction with your possible employment. Please furnish complete information so we may accurately and completely assess your qualifications. Your application will be evaluated in comparison to the requirements of the position for which you are applying. If the City hires you, some of the information contained on this application form (such as previous employment experience and educational background) will become public data.

AUTHORIZATION OF BACKGROUND CHECK & ACKNOWLEDGEMENT OF AT-WILL STATUS

I certify that all information I have provided in this application for employment is true and complete to the best of my knowledge. I agree and understand that any false statements or omission of information contained in this application or any supplemental materials I submit may disqualify me from further consideration for employment or result in immediate dismissal if discovered at a later date.

I authorize investigation of any information contained in the application for employment and/or supplemental materials I have submitted in consideration for employment, as may be needed to arrive at an employment decision including a police background check. I authorize any or all education institutions and prior employers listed in the application for employment to provide information they may have concerning me as it may relate to consideration of my application for employment. I release those parties from any and all liability or claims for damage that may result from such.

If hired, I understand that employment with the City of Olivia is “at-will” and either the City or I may terminate that employment at any time, with or without notice.

Signature

Date

BACKGROUND CHECK CONSENT FORM AND RELEASE OF LIABILITY

I, _____ [printed name] have completed an application for employment with the City of Olivia, Minnesota. The City of Olivia is authorized by resolution of the Olivia City Council to conduct a criminal history background investigation on applicants for the position I am seeking with the City of Olivia. This form constitutes my written authorization for the Olivia Police Department to conduct a criminal history background investigation related to my application.

Pursuant to the Minnesota Government Data Practices Act (Minn. Stat. Ch. 13) and all other applicable laws, both statutory and common law, I hereby authorize the Olivia Police Department to obtain access to any and all criminal history data maintained by the Minnesota Bureau of Criminal Apprehension (“BCA”) on the BCA criminal justice data communications network established in accordance with Minn. Stat. § 299C.46.

I further authorize the Minnesota Bureau of Criminal Apprehension to disclose any and all criminal history data maintained on the BCA criminal justice data communications network which in any way relate to me to the Olivia Police Department for the purpose of evaluating my application for employment with the City of Olivia. I specifically agree to and authorize the release of private data about myself, as that term is defined under Minnesota Statutes Chapter 13.

In connection with this authorization for release of information, I hereby release the City of Olivia and all of its current and former employees, officers, city council members, agents or representatives from any and all manner of liability of whatever nature by reason of requesting or providing such information.

I understand that I am not legally required to sign this authorization and that I may revoke my consent in writing at any time. I understand that the failure to authorize the release of this information may adversely impact my application for employment or disqualify me from being hired by the City of Olivia.

The information may also become public pursuant to the provisions of Minn. Stat. § 13.43.

I understand that this authorization shall continue in full force and effect following the date of my signature unless specific written revocation is sent to the City Administrator. A photocopy of this authorization is to be treated in the same manner as the original.

Date: _____

Signature

Printed Full Name

To be kept separate from application and provided only to the Olivia Police Department prior to conditional job offer:

Full Name

Date of Birth

Gender

Other names under which records may be found

Other states in which I have lived

Driver's License Number