



## Full Job Description

**Job Title:** Water/Wastewater Operator

**Department:** Water/Sewer

### Job Description:

The City of Hoschton is accepting applications for a full-time Certified Water and Wastewater Operator. The operator will be responsible for the successful operation of the water and wastewater treatment facilities, including maintenance of equipment, monitoring treatment process, data collection and lab procedures to ensure compliance with Federal, State, and Local regulations. Daily activities will include routine work at the ground water wells, water distribution system, and wastewater plant, while performing basic process control decisions, minor preventive maintenance and housekeeping.

### Essential Duties and Responsibilities:

- Perform all aspects of sampling, monitoring and required testing
- Perform assigned ground water wells and treatment plant rounds; inspect, monitor, troubleshoot, performance test and document plant processes by reading plant equipment gauges, dials, graphs, online analyzers, computer screens, meters, SCADA systems and other instrumentation
- Operates sludge processing, and disposal equipment at wastewater treatment plant to control flow and processing of sewage: Monitors control panels and adjusts valves and gates manually or by remote control to regulate flow of sewage
- Maintain, compile and update plant operations log and reports; perform and record mathematical calculations related to plant operational activities
- Perform maintenance and repairs of the physical plant, machinery, and pump stations and all their components.
- On call rotation to respond to emergencies and breakdowns at the ground water wells and wastewater plant
- Conduct the necessary weekend checks of the groundwater wells and wastewater plant on a rotating basis
- Collect and document liquid and solid samples and perform a variety of routine water quality laboratory tests; collect water samples as required by the State of Georgia

- Analyze results and make process changes based on the lab results and instruction from the water/wastewater manager.

**House Keeping:**

- Clean restrooms, offices, city vehicles, shop, and work areas.
- Wash down and maintain equipment for proper operations.
- Perform Various other duties to maintain the aesthetic appearance of the facility

**Physical Requirements:**

- Position requires Climbing, kneeling, crouching, reaching, walking, hearing, and repetitive motions.
- Must have the ability to lift 50 pounds.
- May be subject to confined spaces involving moving mechanical parts, electrical currents, fumes, odors, chemicals, high temperatures, and noises.
- This Position requires a 24 hour on-Call assignment on a rotation basis, overtime, weekend work, and work on Holidays.

**Skills:**

- Have a working knowledge of the machinery used for water and wastewater treatment and pumping stations.
- Have a working knowledge of basic machinery preventative maintenance and repair.
- Have the ability to work independently and make routine decisions of operation of the treatment processes and equipment.

**Qualifications:**

- High school diploma or GED.
- Experience in Water and Wastewater Treatment or Similar
- Strong detail-oriented
- Possession of a valid State of GA Class C driver license
- Possession of or the ability to obtain a Class III Georgia Water and Wastewater Operator license.

**Pay Depending Upon Qualifications.****Benefits for full-time employees include:**

- Health Insurance
- Dental Insurance
- Vision Insurance
- Life Insurance
- Defined Benefit Retirement Plan (Pension) funded by the City

The City of Hoschton is an Equal Opportunity Employer and a certified Drug Free Workplace.

Please submit resume to [jwilliams@cityofhoschton.com](mailto:jwilliams@cityofhoschton.com) or hand deliver to Hoschton City Hall, **61 City Square Hoschton, GA 30548.**