



**CITY OF MILLS**  
**Application for position of:**  
**Water & Wastewater Operator**

CLOSING DATE:

**Open Until Filled**

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**STARTING SALARY:**                      \$24.00 - \$26.00 Hourly  
   \$4,160.00 - \$4,506.67 Monthly  
   \$49,920.00 - \$54,080.00 Annually

**DESCRIPTION:**

This position is responsible for maintenance activities such as installing, repairing, cleaning, and replacing curb stops, fire hydrants, valves, and repairs to water mains and service lines. It also drives and operates construction and maintenance equipment.

Incumbents are responsible for basic operation and maintenance activities for water distribution, wastewater collection, and storm water systems, including the basic operation of standard light and heavy utility maintenance equipment and tools.

**EXAMPLES OF DUTIES:**

1. Performs maintenance duties including installing, repairing, cleaning and replacing curb stops, manholes, fire hydrants, valves, meters, meter vaults and boxes.
2. Drives and operates construction equipment including dump trucks, backhoes, front loaders, and skid steer; assists with other equipment as needed.
3. Performs minor repairs on equipment and reports the need for major repairs; checks and adjusts fluid levels; greases and lubricates parts as required.
4. Operates and maintains a variety of light equipment and tools in order to perform maintenance activities.
5. Inspects, flushes, cleans, and repairs wastewater mains, lines, and laterals; cuts and removes roots from sewer mains using vactor trucks, cutting nozzles, and other types of equipment as assigned.
6. Operates, maintains, and identifies equipment needs for each assigned project.
7. Cleans and maintains pumping and lift stations; checks and replaces pump lubrication and packing; cleans and replaces filters; and repairs and maintains sanitary sewer manholes as assigned.
8. Periodically serves standby duty after hours and on weekends for water and sewer service emergencies.
9. Represents the City of Mills by responding to the public, citizens, its employees, and others in a prompt, professional, and courteous manner while continuously maintaining a positive customer service demeanor.
10. Follows all City safety procedures. Reports all accidents/incidents immediately to supervisor.

11. Performs other duties of a similar nature or level.

**Knowledge (position requirements at entry):**

Knowledge of:

- Operation, maintenance, and repair requirements of tools and power-driven equipment.
- Basic utility infrastructure and maintenance practices and procedures.
- Practices, methods and materials used in utility construction and maintenance work.
- Applicable tools and equipment utilized in the trade.
- Safety procedures.
- Manual labor practices.

**Abilities (position requirements at entry):**

Ability to:

- Respond to call-outs after hours, weekends and holidays within 20 minutes.
- Be flexible with assignments which may change.
- Work both independently and as part of a team.
- Operate a variety of power-driven equipment.
- Perform a variety of utility construction and maintenance tasks.
- Communicate effectively verbally and in writing.
- Follow written and verbal instructions and direction.
- Learn the practices, methods and materials used in utility construction and maintenance work.
- Learn and follow all laws, ordinances and rules involved utility equipment and operations.
- Perform a variety of utility construction and maintenance tasks.
- Assess problems in the field and conduct measures to correct the problem.
- Maintain a neat and professional appearance.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Skills (position requirements at entry):**

Skill in:

- Use and maintenance of applicable tools and equipment of the trade.
- Operating in a courteous, knowledgeable and tactful manner with staff and general public.
- Oral and written communication, sufficient to exchange or convey effective information and to receive work direction.
- Performing manual labor.

**TRAINING, EXPERIENCE & CERTIFICATIONS:**

**Training and Experience:**

- High school diploma or equivalent (G.E.D.)
- Must be at least 18 years of age.
- Minimum of one year of experience operating or performing maintenance in a water and wastewater system.

**Licensing Requirements:**

- Possession of a valid Wyoming Class B Commercial driver's license.
- State Department of Environmental Quality Water Distribution and/or Wastewater Collection Operator Level I certification, as appropriate.

**SUPPLEMENTAL INFORMATION & PHYSICAL REQUIREMENTS:**

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Women, minorities, and individuals with disabilities are encouraged to apply.

Employment with the City of Mills is contingent upon a successful background screen and pre-employment drug test.

As a condition of employment, the successful candidate must utilize direct deposit for payroll purposes.

Driving records are required for all new employees regardless of the position's driving requirements. If the employee has not held a Wyoming driver's license for the last three years, the employee must provide at their own initiation and expense a driving record from their previous state(s) of residence.

**Physical Requirements:**

Positions in this class typically require: stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, talking, hearing, seeing and repetitive motions.

Heavy work: Exerting up to 90 pounds of force using jackhammers occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body.

Incumbent may be subject to extreme temperatures, high vibration, and noise levels using various equipment types.