

## City of Coffman Cove

<b>Job Title:</b>	<b>W/S Operator</b>	<b>Job Category:</b>	Water works
<b>Department/Group:</b>	Water/ Sewer	<b>Job Code/ Req#:</b>	W-11-O
<b>Location:</b>	Water Treatment Plant	<b>Travel Required:</b>	Yes
<b>Level/Salary Range:</b>	DOE	<b>Position Type:</b>	Regular Part-Time
<b>Supervisor:</b>	Mayor	<b>Date posted:</b>	4/22/2024
<b>Will Train Applicant(s):</b>	Yes	<b>Posting Expires:</b>	Until filled

### Job Description

**Job Purpose:** Operate, maintain and repair the Water Treatment Plant, Water Distribution System, Waste Water System and all related municipal infrastructure.

#### Essential Duties:

- Operate, maintain and repair the Water Treatment Plant, water intake, distribution systems, waste water collection systems and related municipal infrastructure.
- Ensure adequate inventory levels for all related supplies, parts and equipment.
- Collect and submit water samples for testing as required.
- Read water meters monthly or as required and submit readings to City Hall personnel.
- Maintain schedule for septic tanks.
- Complete work orders as assigned.
- Prepare and maintain all documents, records and reports as required.
- Complete assigned work with a minimum of supervision.
- Maintain regular, reliable and predictable attendance at work.
- Maintain required certifications and immunizations and complete all required training.
- Maintain a neat, clean and safe work environment.
- Perform other duties as assigned

#### Minimum Qualifications Provisional:

- Must be at least eighteen (18) years of age.
- Must have a high school diploma or equivalent (GED).
- Must possess a valid Alaska Driver's License.
- Must be able to lift and carry up to fifty (50) pounds safely.
- Must commit to achieving Level I certifications within per State of Alaska requirements.
- Must possess any combination of training, certification and work experience that provides the Operator with the knowledge, skill, and ability to perform the essential functions of the position.

#### Qualifications Level I:

- Must meet all Provisional requirements.
- Must hold State of Alaska WT-1, WD-1 and WWC-1 certifications.

#### Qualifications Level II:

- Must meet all Level I requirements.
- Must hold a State of Alaska WT-2 certification.

Employee Signature:

Date:

Posted on 4-22-2024 at the Rigger Shack, Coffman Cove Library, City Hall, Post Office, City Facebook Page, Reader Board, and City Website.

## **City of Coffman Cove**