

• ***Town of Gurley***

Job Description for Water & Waste Water Operator

- Check lift stations twice **daily**; make sure they are in good working order.
- Keep check on sewer mains and keep in working order.
- Check plant and lagoon and clean plants **daily**.
- Make sure Cl_2 room is in working order **daily**.
- Make sure SO_2 room is in working order **daily**.
- Check influent and effluent flow meters **daily**.
- Waste Sludge **daily**.
- Keep diffusers in working order.
- Check aerator's motor, keep in working order.
- Check sewer pumps, keep in working order.
- Keep grass cut around plant and lagoons.
- Take sewer samples as required per Gurley's ADEM permit.
- Record PH, D.O. (dissolved Oxygen), TRC (total residual chlorine) and Cl_2 ;
- Record the readings of the influent and effluent flow meters **daily**.
- Keep maintenance on plants, lagoons, lift stations and valves.
- Perform scheduled maintenance on Waste Water Treatment Facility (WWTF) generator.
- Keep up paper work and submit Waste Water reports for ADEM to Town Clerk for data entry.

- Ensure water meters are read.
- Make sure water leaks are repaired.
- Record water usage daily, (drinking water sold).
- Record water influent daily, (drinking water purchased).
- Take drinking water samples
- Write reports to ADEM and submit to town clerk for data entry.
- Write and submit CCR reports to Town Clerk
- Turn Water Services on, or off, as directed by the Town Clerk.
- Keep grass cut around water tanks and valve boxes
- Maintain tanks, meters and service lines.
- Check Chlorine levels Daily
- Flush fire hydrants
- Oversee collection of samples with TTL, Inc.
- Take Copper and Lead tests and submit to Testing Agency

- Submit Copper and Lead test results to Town Clerk.
- Report all Water and Waste Water violations to ADEM and Town Administrator.
- Order part for plants, lagoons and lift stations.
- Order SO₂ and Cl₂ supplies, store and maintain
- Order parts for water and waste water, store and maintain a spare parts list.
- Check customer requests on sewer problems and other duties assigned by Chief of Streets, Water and Sewer Department.
- Check WWTF video footage weekly, or immediately after incidents.
- Possess a State of Alabama Sewer Operator Level II, or higher certification.
- Possess a State of Alabama Water Operator Level I, or higher certification.
- Maintain active certifications by attending required classes.
- Train designated members of the Streets, Water & Sewer Department to test for State of Alabama Sewer Operator and Water Operator Certification.

I, the undersigned, agree to all the above terms and descriptions of employment.

Signature -----

Print Name -----

Date -----

Revised 4/2018 bh