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**San Antonio River Authority**

**Job Description**

**Operations Technician I**

**DEPARTMENT:** Operations **LABOR GRADE:** 109

**EXEMPT(Y/N):** No **POSITION CODE:** 112231173

**REPORTS TO:** Operations Quality Control Supervisor

**MEETING PERFORMANCE EXPECTATIONS**

*To perform this job successfully, an individual must perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**SUMMARY:**

**Operates assigned wastewater facilities according to the rules and regulations set forth by state and federal agencies. Operates such equipment and performs such labor as is necessary to accomplish the work of the Utilities Operations Division.**

**ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:**

* Operates equipment and performs preventive maintenance and repairs on sewage treatment plant equipment.
* Provides the physical force required to operate and maintain sewage treatment plants.
* Performs general maintenance duties at assigned facilities.
* Removes stoppages and clears refuse from sewage treatment plants.
* Collects wastewater samples and runs DO, CL2 residual, PH, and settle able solids and preliminary analytical tests.
* Performs routine visual checks on equipment and listens for unusual noises or vibrations.
* Monitors the proper operations of Waste Water Treatment Plants (WWTP) and lift stations at night, weekends, and holidays; reports the operating conditions to the Operations Specialist and/or Lead Specialist.
* Assists in the calibration of flow measuring meters.
* Operates River Authority vehicles, operates tractors, power tools, gasoline mowers, and a variety of hand tools equipment, and conducts daily checks of fluid levels as required.
* Assists operators in monitoring and maintaining Ultra Violet systems.
* Assists maintaining CL2 and SO2 systems in proper working order by cleaning water supply filters.
* Provides support to collections and maintenance personnel on after hours trouble calls.
* Keeps grounds clean by picking up trash and debris.
* Takes advantage of education and training opportunities to expand knowledge of primary duties.
* Routinely on-call to respond to all wastewater plant and contract plant emergencies.
* Assist other entities with wastewater maintenance as needed.
* All other duties as assigned.

**The absence of specific statements of duties does not exclude those tasks from the position if the work is similar, related, or a logical assignment of the position.**

**QUALIFICATION REQUIREMENTS**:

*The requirements listed below are representative of the knowledge, skill and/or ability required to successfully perform the essential functions of this position.*

**SUPERVISORY REQUIREMENT:**

This position does not directly supervise any employees.

**EDUCATION and/or EXPERIENCE:**

A High school graduate or G.E.D.; must hold a valid Class "D" Wastewater Operator License or be able to obtain within one (1) year of employment; or a combination of experience and education that results in the required knowledge, skills, and abilities is required.

**SPECIAL QUALIFICATIONS:**

Ability to understand the principle and practices of the EPA and TCEQ regulations and requirements of Wastewater; the ability to pass a national agency check within (6) six months of employment for access to job related work on federal installations; a good mechanical aptitude; the ability to properly fill out Department Of Transportation log book; must be able to read and understand a Safety Data Sheet; the ability to swim; and computer proficiency in the current Microsoft Office package is required

Must have and maintain a valid Class “A” Commercial Driver’s License with tanker endorsement or be able to obtain within one year of employment and maintain an insurable driving record.

**LANGUAGE AND REASONING SKILLS:**

Ability to understand written or oral instructions; read, analyze and interpret documents, instruction manuals, policies, and procedures is essential. Excellent communication skills (both oral and written) are required to effectively present information in a one-on-one, small or large group setting. Strong interpersonal skills are essential to maintain effective working relationships

with elected officials, agency representatives, civic groups, employees, and members of the general public. The ability to work effectively and efficiently, under sometimes stressful conditions, to ensure deadlines are met is essential.

**PHYSICAL DEMANDS:**

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

Regularly and safely lifts, carries, and handles supplies and equipment weighing at least 60 pounds. Occasionally lifts and carries up to 70 pounds approximately 15 feet. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, writing, and operating office/field equipment. Work requires the ability to traverse uneven terrain, and intermittently walk, stand, climb, balance, bend, crouch and reach while performing work duties.

**WORKING ENVIRONMENT:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

Works is typically performed outdoors the majority of the time, sometimes in adverse weather, and is exposed to such typical hazards of outdoor work as poison ivy, wasps, snakes, and other natural and mechanical hazards.

The stress level for this position is low and the workload may require this position to work non-traditional hours including nights, weekends and holidays. Must be willing and available to work rotating on-call shifts. Must be able to perform in a small but highly professional team oriented environment.

Must be able to function in a principle based organization that has a culture built on character and SARA Core Values of Stewardship, Integrity, and Excellence.