



City of Milford
Water & Wastewater Technician
Pay Grade: 4

Employment Status: Full-Time

FLSA Status: Non-Exempt

Experience Required: Approved water sampling tester certificate required, water operator license required, four (4) years' experience in the field of residential water metering in maintenance and testing. NIMS (National Incident Management System) ICS-100 and FEMA IS-700 training.

Possession and retention of a valid Delaware vehicle operator's license and Class B CDL (Minimum). Valid Medical Examiner's Certificate is required. A comparable amount of training and experience may be substituted for the minimum qualifications. Must pass pre-employment testing for substance abuse, criminal background, motor vehicle driver's license history. Subject to random drug and alcohol testing in accordance with City policy.

Minimum Education Requirements: High school diploma or equivalent

Direct Supervisor: Public Services Superintendent

Supervisory Responsibility: None

Primary Work Location: Water plant and wastewater pump stations, in/around the City with possible exposure to extreme environments, with reporting, office duties at meetings at the Public Works facility.

Job Summary: The Water & Wastewater Technician is responsible for performing a variety of technical duties to support and ensure the proper operation of the City's water and wastewater functions, including collections and water treatment.

The Water & Wastewater Technician shall utilize sound judgement and acceptable performance levels. The Water & Wastewater Technician II shall be committed to the mission, vision and values of the City and demonstrate such through ethical conduct, community stewardship, individual initiative, and responsive service. The Water & Wastewater Technician shall demonstrate technical skills through effective communication and collaboration, proper use of resources, sound-decision-making, personal accountability, and responsibility.

Supervision Received: Work is performed under the general supervision of the Public Services Superintendent.

Essential Job Functions: An employee in this position may be called upon to do any or all of the following essential duties:

- **Facility Monitoring:** Perform daily readings at well treatment and sewer plant facilities to ensure proper operation.
- **Site Safety & Compliance:** Inspect job sites for potential hazards, implement appropriate traffic control measures, and adhere to all applicable safety regulations and procedures.
- **SCADA System Maintenance:** Respond to SCADA alarms and perform necessary repairs.
- **Water Quality Testing:** Collect and analyze in-house chlorine and fluoride samples for daily water testing.
- **Chemical Adjustments:** Regulate the amount of chemicals, such as chlorine and fluoride, to maintain water quality standards.
- **System Operations:** Operate and maintain pumps and motors responsible for moving water and wastewater through filtration systems. Perform daily readings at well treatment and sewer plant facilities to ensure systems are operating within required parameters.
- **Equipment Maintenance:** Repair chemical leaks, replace chemical pumps, and ensure equipment is functioning efficiently.
- **Hazardous Material Management:** Safely handle, store, and dispose of hazardous waste and chemicals in full compliance with state and federal regulations.
- **Professional Representation:** Serve as a representative of the City with integrity, professionalism, and a cooperative approach in interactions with staff and the public.



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- **Interdepartmental Assistance:** Support other Public Works divisions as needed, following direction from the Public Services Superintendent.
- **Additional Duties:** Perform related work as assigned.

Essential Functions, Qualifications, & Knowledge, Skills, and Abilities (KSA) for Employment: An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Federal and state requirements pertaining to public water/wastewater systems.
- Equipment is used to operate, maintain, and repair water/wastewater systems.
- Methods, techniques, parts, tools, and materials used in the maintenance and repair of water/wastewater systems.
- Computer programs, including SCADA, are used in water/wastewater operations.
- Safe work methods and safety regulations pertaining to work.

Skills

- Maintains effective communication and working relationships with City staff and the public.
- Contributes to the accomplishment of division goals, objectives, and activities.
- Identifies and resolves operational and technical problems.

Abilities

- Safely and effectively uses and maintains hand tools, power tools, and heavy equipment related to the work.
- Operates and maintains pumps, motors, valves, air relief valves and control systems.
- Performs general maintenance of the well treatment and sewer plant facilities.
- Uses GIS and SCADA as applied water/wastewater systems.
- Maintains accurate records of work performed.
- Understands and follows oral and written directions.

Signatures / Date

- I have read the job description for my position. I understand and accept the requirements as stated.
- I have read the job description for my position. I would like to have a second review of the job description with my manager and human resources.

Department Director:

Employee:

Human Resources Director:
