**JOB DESCRIPTION**

**Class Title**: Water Distribution and Wastewater Collection Operator

**Department(s):** Water and Wastewater

**Reports to:** Distribution and Collection Foreman

**Date**: November 2026

**SUMMARY:**

Under general supervision of the Distribution and Collection Foreman, performs skilled and semi-skilled work in operation, maintenance, repair, installation, and inspection of the City's water distribution and wastewater collection systems and other work as assigned. Operates a variety of equipment and tools used in utility construction and maintenance activities. Responds to emergencies and participates in rotating on-call assignments, including weekend on-call duty, to ensure continuous utility service to customers.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Reads Utility Meters
- Assists with the planning, scheduling, and implementation of construction, maintenance, repairs, operation and construction activities designed to provide quality water and sewer service for the City
- Inspects and/or repairs booster pumping stations, reservoir, meters, drainage systems and sewer systems at frequent intervals to ensure that all aspects of the systems are functioning properly
- Maintains a variety of records relating to inspections, maintenance activity, utility locations, etc
- Determines the locations of gas, telephone, power, television, and water and sewer lines from the appropriate sources prior to excavation
- Performs water and wastewater line locates in response to One Call Orders or as required by the City
- Coordinates with City Hall on Work Orders and Customer Requests / Complaints
- Responds to complaints regarding water leaks, pressure loss or no water, evaluates situation and explains findings to supervisor
- Coordinates City Hall to notify residents and business owners in area where services will be discontinued and explains when services will be shut off and how soon it will be turned back on.
- Assists with water main repairs and replacements
- Exercises, repairs and replaces valves
- Flushes water mains and hydrants.
- Performs hydrant inspections and maintenance
- Assists with water sampling activities.
- Inspects and cleans sanitary sewer lines
- Assists with lift station maintenance
- Utilizes sewer inspection and cleaning equipment
- Responds to sanitary sewer backups and overflow events
- Ensures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use
- Drive trucks of various sizes and weights in the loading, hauling and unloading of various equipment, gravel and sand

- Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to supervisor; cleans equipment
- Operates light and medium-sized construction and power equipment, such as water jet, sewer rod, truck or backhoe/loader
- Make additions/corrections to utility system maps and records
- Performs required labor involved in construction and maintenance projects as part of a crew, including pavement cutting, ditch digging, manhole and line cleaning, main and pipe repair, laying and backfilling
- Cuts, fits, lays, repairs, taps, cleans and flushes water mains, pipe, gates and fittings on repair of mains and services and installation of services, fire hydrants and drinking fountains, and assists in shutting off broken sections of water mains.
- Services water supply, sewer lift stations and other pumps
- Operates a variety of power construction and maintenance equipment used in the water, sewer and street department
- Work rotating weekends On-Call duty
- Follows City confined space entry procedures; trenching and excavation safety requirements
- Assists with Missouri Department of Natural Resources (MoDNR) regulatory compliance activities
- Participates in workplace safety training and emergency response exercises
- Utilizes required personal protective equipment (PPE).
- Performs all duties in conformance to appropriate safety and security standards.
- Performs other related duties as required.
- The duties listed above are intended only as illustrations of various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

**MINIMUM QUALIFICATIONS:**

- Must be eighteen (18) years of age or older
- High School Diploma or Equivalent
- Valid Missouri driver's license
- Ability to obtain a Missouri Class A or Class B CDL within six months of hire
- Ability to obtain required utility certifications within established timeframes
- Ability to perform physically demanding outdoor work

**PREFERRED QUALIFICATIONS:**

- Previous municipal experience
- Experience operating excavators, backhoes, loaders, and dump trucks
- Utility locating experience
- Missouri Department of Natural Resources Distribution (I) license

**RESIDENCY REQUIREMENTS:**

Must reside within a thirty-five (35) mile radius of the City of Marceline within six (6) months of hire.

**DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS:**

- Considerable knowledge of equipment, facilities, materials, methods and procedures used in maintenance, construction and repair activities
- Skill in operating listed tools and equipment

- Ability to drive and operate a variety of equipment under varying conditions.
- Ability to perform heavy manual tasks for extended periods of time
- Ability to observe proper safety precautions and to work safely
- Ability to communicate effectively verbally and in writing
- Ability to utilize technology in the workplace and field
- Ability to work in inclement weather
- Establish successful working relationships with other employees, supervisors and the public
- Ability to understand and carry out written and oral instruction
- Ability to maintain cooperative and constructive working relationships.
- Ability to communicate by talking/hearing with both other employees and citizens

**TOOLS AND EQUIPMENT USED:**

Motorized vehicles and equipment, including dump truck, pickup truck, utility truck, sewer jet, sewer rod, man lift, tamper, plate compactor, saws, pumps, compressors, common hand and power tools, shovels, wrenches, detection devices, mobile radio, and ditch witch

Technology Equipment and software such as mobile devices, work-order software, GIS mapping systems, utility management applications, computers, Microsoft 365 software

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to lift 75 pounds and carry a distance of ten feet and occasionally lift and/or move up to 100 pounds
- Must be able to stand in one place for extended periods of time.
- Be able to use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms.
- Must be able to stand and talk or hear.
- Must be able to perform: continuous walking, balancing, bending, stooping, kneeling, and crouching functions.
- Have the ability to perform frequent motions of sitting, standing, reaching, twisting at waist, climbing, and crawling.
- Ability to smell to diagnose problems.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- Be able to hear in the normal audio range with or without correction.
- Position requires the ability to work in confined spaces.
- Employee should have the ability to express or exchange ideas by means of verbal and written communication as well as the ability to convey detailed or important instructions to other employees and the general public.
- Ability to enter trenches, vaults, manholes, and confined spaces in accordance with safety procedures
- Ability to work extended hours during emergencies, weather events, utility outages, and system failures
- Ability to respond to after-hours call-outs

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee regularly works in outside weather conditions and is frequently exposed to wet, cold, hot, or humid conditions.
- The employee frequently works near moving mechanical parts and vibration.
- The employee occasionally works in high precarious places or in approved ditches and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.
- The noise level in the work environment is usually loud.

Employees in this position are considered essential personnel and may be required to work during emergencies, natural disasters, utility outages, severe weather events, and other situations requiring continuity of municipal operations.

**LICENSE REQUIREMENTS**

- Achieve a MoDNR Distribution (II) Certification within two years of hire (typical schedule is Distribution (I) -class with test with high school diploma (only after 6 month probation complete) Distribution (II) -1 year experience with class and test
- With written approval from City Manager after 2-3 years experience with the City may acquire:
    - MoDNR Distribution (III) Certificate
    - MoDNR Class D Water Certificate
    - MoDNR Class D Wastewater Certificate

**OTHER:**

- The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.
- Selection Guidelines: formal application, rating of education and experience, oral interview and reference checks, job related tests may be required.