



CITY OF DAWSONVILLE

UTILITIES TREATMENT OPERATOR

UT/6
Non-Exempt
505 Enterprise

JOB SUMMARY

The Utilities Treatment Operator is responsible for performing a variety of semi-skilled and unskilled tasks in support of the City's utilities operations, including maintenance of water, sewer, and sanitation systems, and related grounds and facilities. Work is performed under general supervision and requires safe, efficient operation of tools, vehicles, and equipment in all types of outdoor weather conditions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Checks wells, monitors systems conditions, and reports operational concerns, equipment issues, or unusual readings to supervisory staff.
- Runs process control tests and records results accurately, including but not limited to chlorine, pH, fluoride, and phosphate testing.
- Perform routine maintenance, repair, and general labor tasks in support of utilities operations, including sanitation, water, sewer, and related infrastructure and facilities.
- Safely operate hand tools, power tools, light to medium equipment, and City vehicles to complete assigned work.
- Assist in reading, recording, and verifying utility meter readings; report irregularities, suspected tampering, or access issues to a supervisor.
- Assist with basic maintenance of utilities facilities, including cleaning work areas, organizing tools and supplies, and performing minor building and site repairs as assigned.
- Perform grounds and right-of-way maintenance such as mowing, trimming, edging, blowing, litter and debris pickup, and light landscaping to support City beautification and safe access to utilities infrastructure.
- Respond to work orders, customer service requests, and internal requests in a timely, courteous, and professional manner, providing information or referring issues to a supervisor as appropriate.
- Support emergency, after-hours, and weekend operations, including being subject to recall to duty in the event of utility service interruptions, checking the wells or wastewater treatment plant, severe weather, or other emergencies.
- Mixes chemicals in accordance with established safety procedures, departmental practices, and regulatory requirements.
- Clean, wash, and sanitize garbage cans; inspect cans for damage and perform minor repairs or report damage for replacement.
- Deliver clean garbage cans to customers for each new service set-up and retrieve cans promptly from customers who terminate service, ensuring accurate tracking of can inventory.
- Follow established safety procedures and use appropriate personal protective equipment (PPE) when working around traffic, chemicals, moving equipment, and other hazards.
- Complete basic paperwork, logs, and electronic entries related to work performed, equipment used, meter readings, and materials consumed, with attention to accuracy and legibility.
- Assists with wastewater treatment plant monitoring and routine operational checks as assigned.
- Assist coworkers and other City departments on joint projects, special events, and seasonal activities as assigned.
- Works weekends on a rotating schedule as required to support inspections, monitoring, plant checks, and departmental operations.
- Perform other related duties as assigned to support the efficient operation of the Utilities Department.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of basic methods, tools, equipment, and materials used in utilities, ground and facilities maintenance, including safe operating practices for each.
- Ability to perform routine inspections, collect samples, conduct testing, and maintain accurate records.
- Knowledge of or ability to learn City policies, procedures, and regulations related to utilities operations and sanitation.
- Ability to work a changing schedule, including rotating weekend assignments, emergency response, and after-hours callouts.
- Skill in the safe operation and routine inspection of light to medium equipment such as pickup trucks, tractors, mowers, weed eaters/edgers, pressure washers, loaders, and related tools.
- Ability to understand and follow oral and written instruction, work orders, maps, and diagrams.
- Ability to communicate effectively and courteously with supervisors, coworkers, vendors, and the general public and to remain calm and professional in stressful or emergency situations.
- Ability to work independently or as part of a team, manage time effectively, and prioritize tasks in a changing work environment and shift schedule.
- Ability to recognize unsafe conditions, take correction action when possible, and immediately report hazards, accidents, and near-misses to supervision.

SUPERVISORY CONTROLS

- The Utilities Operations Manager assigns work in terms of general instructions, established priorities, and standard operating procedures.
- Work is reviewed through performance evaluations, reports, and observation of field activities for compliance with procedures, accuracy, safety, and quality of results.
- This position does not have supervisory or management responsibility.

GUIDELINES AND WORK ENVIRONMENT

- Work is performed in accordance with City personnel policies, departmental standard operating procedures, equipment operating manuals, and establishes safety rules, which may require judgment and interpretation in specific situations.
- Duties may require attentiveness to safety, surroundings, and detail while working in streets, rights-of-way, easements, utility sites, and other outdoor locations.

CONTACTS

- Contacts are typically with co-workers, other city personnel, vendors, and the general public.
- Contacts are typically to give or exchange information, to resolve problems, or to provide services.

PHYSICAL DEMANDS AND WORKING CONDITIONS

- Regularly lift, carry, push, and pull materials and equipment weighing up to 50 pounds, and occasionally more with assistance.
- Frequently stand, walk, bend, kneel, crouch, climb, work from ladders or elevated positions up to 50 feet, and work in tight spaces.
- Works in areas where chemicals are used, stored, or processed.
- Work in noisy environments and under adverse weather conditions, including heat, cold, rain, and inclement weather.
- Work in proximity to moving mechanical parts, traffic, and in areas where chemicals are used or stored, following all safety protocols.

- Use and maintain a variety of equipment and tools, which may include: weed eater/edger, mowing machines, tractors, pressure washer, leaf blowers, pickup truck, lug wrench, various hand tools, gauges, pull rods, power tools, excavators, loaders, testing meters, two-way radio, computers, and more.

MINIMUM QUALIFICATIONS

- High School Diploma or GED.
- Three years' experience in utilities, public works, grounds maintenance, construction, or a closely related field, or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities.
- Must reside within 30 minutes of the City of Dawsonville in order to respond to emergency callouts in a timely manner.

LICENSES AND CERTIFICATIONS

- Valid Driver's License and a satisfactory Motor Vehicle Record (MVR)
- Position is designated safety-sensitive and is subject to random drug and alcohol testing in accordance with City policy and applicable law.

SALARY RANGE

- Salary is based on level of qualifications and experience, in accordance with the City's approved pay plan and policies.
- In addition, the City of Dawsonville offers a competitive benefits package, including health insurance, retirement plan, paid leave, and opportunities for professional development.