



City of Thorne Bay

JOB ANNOUNCEMENT WATER/WASTEWATER OPERATOR

DEPARTMENTS OF WATER & SEWER

Open Date: October 15, 2025

Close Date: Until Filled

Position: Water/Wastewater Operator

Hiring Wage: GS 8: \$29.98 – \$31.98 Hourly DOE

DEFINITION:

Assists with the operation and maintenance of the municipal water and Wastewater systems under the general supervision of the Water/Wastewater Supervisor, City Administrator, and Mayor. Works day-to-day with the Water/Wastewater Supervisor and other City Personnel.

POSITION SUMMARY:

The Water/Wastewater Operator is a full-time permanent position working 40 hours per Week, as that term is described in the Thorne Bay Municipal Code Chapter 2.24. Work hours will be 40 hours per week unless a situation arises requiring additional hours. The time of day and which days per week will vary depending on work and schedules. The Water/Wastewater Operator is an employee of the City of Thorne Bay and will work primarily, but not necessarily, in the Water/Wastewater Department. The Water/Wastewater Operator must be in good standings with the City of Thorne Bay prior to hire.

REQUIREMENTS:

The Water/Wastewater Operator shall be a high school graduate or equivalent and shall be capable of attaining at a minimum a valid State of Alaska Level OIT certification for water treatment, water distribution, wastewater treatment and wastewater collection. A combination of education and experience will be evaluated on an individual basis. The Water/Wastewater Operator shall continue education and training with the goal of reaching Level II certification in water treatment and Level I in water distribution and wastewater treatment and wastewater collection.

For Level I (Water and Wastewater): minimum two years of experience relating to the operation, construction, repair and maintenance of water treatment, water distribution, sewer treatment and sewer collection systems, including the operation of related maintenance equipment. Requires State of AK DEC Water Treatment Level 1, DEC Water Distribution Level 1, DEC Wastewater Treatment Level 1, and DEC Wastewater Collection Level 1 Certifications.

For Level II (Water Treatment only): minimum three years of experience relating to the operation, construction, repair and/or maintenance of water treatment systems, including the operation of related maintenance equipment. Requires State of AK DEC Water Treatment Level 2 Certification.

The Water/Wastewater Operator shall possess the knowledge, skill, and ability to:

- Must be eligible to work in the US; if hired, must complete employment eligibility verification (I-9).
- Must be at least 18 years of age.
- Possess a valid Alaska Driver's License or ability to obtain within 90 days of hire.
- Successfully pass background test which includes criminal background, professional and reference check; successfully pass pre-employment drug test.
- Acquire State of Alaska Water/Sewer Certifications required within a predetermined time frame, depending upon level.
- Ability to learn and apply extensive knowledge of water and sewer treatment plants and their maintenance and operations and of water distribution and sewer collection systems.
- Possess the ability to learn and apply mathematics and testing methods.
- Acquire knowledge of basic plumbing and chemistry and possess strong analytical skills.
- Ability to learn skills necessary to assess plant operations and take prompt effective action.
- Possess ability to establish and maintain cooperative relations with other municipal staff, the municipal governing body, and state and federal officials.
- Must be able to work independently without close supervision.
- Must be courteous and tactful in dealing with the public.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

The Water/Wastewater Operator works under the direct day-to-day supervision of the Water/Wastewater Supervisor.

The Water/Wastewater Operator shall:

- Be responsible for assisting with maintenance and operation of municipal water treatment, storage, and distribution system and the sewage treatment and collection system.
- Assist with required laboratory tests, and with preparing reports in compliance with State and Federal regulatory agencies.
- Assist with implementation of a regular maintenance program, including electrical and mechanical equipment, buildings, grounds, tanks, channels, pipes, manholes, pump stations, and all other components of the water and sewer systems.
- Assist in ensuring maintenance records are kept up-to-date and accurate to provide

information that protects equipment warranties and ensures reliability of service.

- Assist with installation, testing, maintenance and reading of meters.
- Flush and backwash systems as needed or as instructed.
- Disconnect service in accordance with requests from the City Clerk/Treasurer and as instructed by supervisor.
- Helps locate system valves, pipes, manholes, and other system parts for safety, protection from work in area of same and as requested or required.
- Order supplies for repairs and additions as instructed.
- Assist with maintenance of vehicles and equipment.
- Observes and complies with all municipal safety policies and procedures.
- Assist other department staff when requested and when available so long as water and sewer systems are not jeopardized and absences from the duties of the water and sewer system are approved by supervisor.
- Performs other duties as assigned by Supervisor or City Administrator.
- Operate equipment such as pressure washer, electric hand tools, backhoe, plow and sand truck, 4-wheeler.
- Assist other departments with work unrelated to water and sewer operations.

After satisfactory completion of 6 months' probation, the employee will be able to participate in the PERS Retirement Program, Health Benefits and accumulate sick and annual leave per the Thorne Bay Municipal Code 2.24.

TO APPLY:

Submit completed City of Thorne Bay Application Form

Submit Resume and Cover Letter

All necessary forms are available at City Hall, Administration Department, or by downloading at <https://thornebay-ak.gov/jobs>

Submit your completed application package to:

CITY OF THORNE BAY
ATTN: City Administrator
P.O. Box 19110
Thorne Bay, AK 99919

Or by email to administrator@thornebay-ak.gov or fax (907) 828-3374.

Questions? Please call us at (907) 828-3380.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER