

WATER SYSTEM MAINTENANCE OPERATOR

Position Title: Water System Maintenance Operator
Reports To: Water District Manager
FLSA Status: Non-Exempt (eligible for overtime pay)
Last Update: September 1, 2016

Job Summary:

The Water System Maintenance Operator, under general direction of the District Manager performs a wide variety of skilled and semi-skilled tasks involved in maintenance, construction, and repairs of the water system, storage facilities, and grounds. This position also works closely with contractors to responds to: inquiries from customers (pertaining to water related issues such as leaks, water outages, line repairs, etc.) and from contractors (pertaining to construction activities).

Job Scope:

Requires a broad range of duties and skills for the daily maintenance and operation of the public water supply system including: general construction skills, pipe and valve installation, a mechanical aptitude, record keeping and manual labor. Requires strong customer services skills and excellent judgment. The ability to work with diverse groups including professional staff, contractors and customers is required.

Essential Duties and Responsibilities:

- Oversees installation, repair, replacement, relocation and maintenance of water mains.
- Assists in service line repair and relocation, meter pit adjustments and relocating meters.
- Assists in making water main taps and tie-ins and in job site clean-up and restoration work.
- Operates, installs, maintains and repairs fire hydrants.
- Operates service truck, dump truck and skid loader.
- Assists in maintaining truck inventory and in servicing, repair or replacement of equipment and tools assigned to truck.
- Keeps trucks and equipment clean and well organized.
- Reads and interprets Water District maps. Uses GIS mapping system and PC. Quickly adapts and takes initiatives in learning new technologies used by the District.
- Locates and records ties on new and existing valves, hydrants, fittings and pipes, manually and using GPS equipment.
- Marks location of existing distribution mains, services and transmission mains for contractors, cities and other excavators to avoid damages to the Distribution System.
- Performs grounds and facility maintenance, troubleshooting, and repairs.
- Obtains water samples for bacteriological testing.
- Responds to emergency alarms and calls as required.
- Responsible for ensuring minimum safety standards are adhered to in all aspects of the District's operations.
- Monitors all aspects of the District's water delivery services from an operational standpoint and promptly resolves issues within their authority.
- Promptly notifies the District Manager of larger concerns regarding water system, or its operation.
- As designated by the Manager, is responsible for representing the District at all on-site, pre-construction, and progress meetings with contractors, and for maintaining a professional, courteous and respectful relationships in the field.
- Responsible for ensuring District water losses are monitored closely and frequently, and developing strategies to keep water loss at a minimum or within District standards. This includes but is not limited to daily meter readings, water purchases, water sold, water transferred and developing periodic comprehensive reports to review with the District Manager.
- Identify capital project needs and work with the District Manager to develop plans and budgets for District needs.
- Ability to analyze complex problems and develop strategies for resolving them in an expedient manner.
- Committed to continual self-improvement by quickly learning new software deployed by the District and, staying abreast of current industry standards in water delivery and construction methods.

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- Ability to exercise independent and sound judgment in the field with minimal management oversight.
- Plans and coordinates the schedules of permanent, temporary and contractors on behalf of the District for operational tasks.
- Provide respectful, professional, positive service in all interactions between co-workers and internal and external customers
- Performs other related duties and assists other employees as required.

Education, Certification and Experience Requirements:

High school diploma or GED. Minimum 1-year experience in operation and/or maintenance of water facilities and equipment, semi-skilled maintenance or construction, and/or operation of equipment, electronic or mechanical, similar to that of the assignment or any equivalent combination of training and experience which provides the required knowledge, ability and skill. Possession of and maintaining a valid driver's license. Position is required to have at the time of hire, or to obtain, KDHE's Small System Operator classification within 1 (one) year of hire.

Skills, Knowledge and Abilities:

Good knowledge of the operations, maintenance, adaptability and limitations of the equipment used. Ability to make minor repairs of equipment used in the field. Ability to follow oral or written instructions. Ability to perform physical labor in varied climatic and work situations. Ability to establish and maintain an effective working relationship with superiors, other employees and the general public contacted in the course of the work.

Tools and Equipment Used:

Pick-up trucks, self-propelled tractor mowers, dump trucks, hand and power tools, electronic test meters, pumps, and other related mechanical and electrical equipment.

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. While performing the duties of this job, the employee must be capable to negotiate rough terrain on foot to access maintenance problems. Must be capable to operate a variety of motorized equipment. Must be capable of occasionally lifting fifty to one hundred pounds (50-100 lb.) in confined space during execution of duties. Requires mobility to complete errands, flexibility of body, manual dexterity and hand/eye coordination adequate to use equipment as assigned.

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, this position functions primarily on a job site. Manual labor is required. Adverse weather conditions including prolonged exposure to temperature and precipitation extremes are a factor, as is exposure to fuels, exhaust, chemicals and hazardous implements and equipment.

Selection Guidelines:

Formal application; rating of education and experience; oral interview and reference check. Job related tests may be required.

Water District 7 is an equal opportunity employer. Any applicant/employee with a disability as defined in the Americans with Disabilities Act may request an accommodation to perform the functions of this position. Requests should be directed to the immediate supervisor.

The duties listed above are intended only as illustrations of the various types of work 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.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.