

**CITY OF KALISPELL**  
**POSITION DESCRIPTION**  
**AN EQUAL OPPORTUNITY EMPLOYER**

Class Title: **Water Production/Water Maintenance & Repair Operator**  
Department: Public Works  
Division: Water  
Union: AFSCME Union  
Salary: \$24.19 hour  
Benefits: 100% paid health insurance for employee & reduced rates for dependents. State retirement plan, 3-weeks' vacation, paid sick leave, 10 State and Federal holidays. This position may be participating in a \*VEBA program.  
FLSA: Non-Exempt  
Date: December 3, 2024

**A. GENERAL PURPOSE:**

Performs a variety of work including the operation, maintenance, repair, and installation of City owned water production and distribution facilities. Position also requires good customer service skills when assisting the public to understand City water policies, coordinating the public-private interface on construction projects, and working effectively with the public to resolve problems with water service, consumption, and bills for service.

**B. SUPERVISION RECEIVED:**

Works under the general supervision of the Water Production Working Supervisor, or as otherwise determined by the Public Works Director.

**C. ESSENTIAL DUTIES AND RESPONSIBILITIES:**

**Note:** *It is expected that every employee should be on time, fully prepared, every day that the employee is scheduled to work. We expect every employee to strive for perfect attendance.*

*The following duties are typical for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

- General Maintenance and Repair (85%)
  - a. Perform required labor and/or operate a variety of equipment and tools related to construction, operation, maintenance, and repair activities associated with municipal water supply infrastructure and distribution systems.
  - b. Inspect, maintain, trouble-shoot, and/or repair chlorine disinfection equipment, booster pumping stations, reservoirs, distribution pipelines, and water supply wells.
  - c. Operate, maintain and diagnose/repair hardware and/or software problems related to water supply operational SCADA control systems and facility intrusion detection systems.
  - d. Cuts, fits, lays, repairs, taps, cleans and flushes water mains, pipe, gates and fittings for repair of mains and services and the installation of services, fire hydrants and other items; assists in shutting off broken sections of water mains.

- e. Performs water taps for new services, inspect and monitor new construction, coordinate requests for new service with construction personnel, and maintains records of field work for future reference.
- f. Operates light and medium-sized construction and power equipment, such as mechanized broom, dump truck, backhoe/loader, grader, refuse truck, pickup truck, utility truck, street sweeper, snow plow, street roller, tamper, plate compactor, saws, pumps, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, and phone.
- g. Drive trucks of various sizes and weights in the loading, hauling and unloading of various equipment, gravel, and sand.
- h. May install, repair, and troubleshoot water metering equipment, remote radio meter reading devices, curb boxes and valves as necessary to insure that all elements of these support systems are functioning properly.
- i. Inspects meter connections for defects, damage and unauthorized connection or use; reports findings to supervisor or clerical staff in billing office.
- j. Operates portable computer to collect and maintain metering data. Troubleshoots automated radio frequency reading software and equipment to ensure consistent, accurate and reliable operation. Works closely with software and metering equipment vendors to implement software and equipment upgrades and other metering system changes. Provides routine assistance to water billing staff to resolve problems related to computerized meter reading software and equipment.
- k. Tests meters for accuracy rating in accordance with AWWA specifications using the Water Division meter test bench.
- l. Responds to customer requests for assistance regarding water leaks, abnormal consumption patterns, water meter reading verification, pressure loss or no water; evaluates problems and identifies potential solutions, explains findings to supervisor, repairs as directed by supervisor or as necessary to maintain safe and reliable water services.
- m. Creates, processes, and maintains a variety of data and records related to meters, equipment inventories, installed locations, initial and follow-up inspections, routine and unscheduled maintenance activities, and other records necessary to the normal operations of the Water Division.
- n. May serve as backup to the Meter Reader.
- o. Interacts with the public to schedule meter change-out appointments, responds to public concerns on a variety of water service related matters and answers general questions from the public related to the water system.
- p. Turns service on or off to properties either by request or for non-payment of account.
- q. Required to participate in call-out schedules, pager and emergency responses, work non-standard varied shifts, or be available on a standby basis as necessary for the Public Works Department to meet its responsibilities.

- r. Responds to routine and emergency request for locations of City-owned water and sewer lines. Obtains locations of other utilities (electric, gas, telephone, CCTV, etc.) when necessary in conjunction with construction of City facilities.
  - s. Insures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.
  - t. Performs all duties in conformance to appropriate safety and security standards.
  - u. Performs other duties as assigned.
- Peripheral Duties (15%)
    - a. Support other divisions in maintaining streets, drainage systems, and sewer systems to insure that all aspects of the systems are functioning properly.
    - b. Maintains individual knowledge and skills to be able to carry out all duties of position.
    - c. Attends meetings, seminars, training programs, conferences and other related events.
    - d. Supports various crews as assigned -water, street, sewer, solid waste, wastewater, traffic signals, and parks.
    - e. Performs other duties as assigned.

**D. MINIMUM QUALIFICATIONS:**

- a. Graduation from high school education or GED equivalent, and
- b. Experience in water distribution, maintenance, repair and operations or other relevant experience demonstrating the ability to perform job duties and responsibilities,
- c. Any equivalent combination of education and experience.

**E. SPECIAL REQUIREMENTS:**

**Note: The City of Kalispell provides training programs, curriculum, and opportunities to employees to achieve the special requirements of this job description. It is ultimately the responsibility of the employee to meet the special requirements of the position within the timelines listed within the job description.**

- a. Current Montana Class 1A3B Water license or equivalent license issued by another state and/or the ability to obtain a Montana Class 1A3B Water license within 1 year of hire date.
- b. Valid Montana Driver's license and CDL certification Class A with tanker endorsement, or equivalent license issued by another state, or ability to obtain a Montana CDL Class B with tanker certification within 6 months of hire date and a Class A with tanker certificate within 1 year of hire date.
- c. Proof of satisfactory driving history.

**F. KNOWLEDGE, SKILLS AND ABILITIES:**

- a. Knowledge of the equipment, materials, methods, facilities and procedures used in water supply and distribution system operation and maintenance.

- b. Knowledge of Federal and State regulations for water supply, treatment, and distribution;
- c. Knowledge of Federal and State water sampling requirements;
- d. Skilled in basic computer operation and programs;
- e. Skilled in the safe and efficient operation of the tools and equipment related to the position;
- f. Ability to perform heavy manual tasks for extended periods of time;
- g. Ability to work safely by themselves and around others;
- h. Ability to communicate effectively verbally and in writing;
- i. Ability to establish and maintain effective working relationships with employees, other departments and the public;
- j. Ability to understand and carry out written and oral instructions.
- k. Ability to effectively meet and deal with the public.

**G. TOOLS AND EQUIPMENT USED:**

- a. Personal computers including word processing and work order software, calculators, pencil, ruler, mobile radio, phone, copy and fax machine.
- b. Electronic meter reading equipment; motorized vehicles and equipment including: dump truck, pickup truck, utility truck, tamper, plate compactor, saws, pumps, compressors, sanders, generators, common hand and power tools, shovels, wrenches, leak detection devices, utility located equipment, backhoe and roller.

**H. PHYSICAL DEMANDS:**

- a. 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 accommodation may be made to enable individuals with disabilities to perform the essential functions.
- b. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, depth perception, and the ability to adjust focus.
- c. While performing the duties of this job, the employee is regularly required to use the hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand; talk; hear; walk; sit; stoop, kneel or crouch; and smell. The employee is required to climb or balance; and crawl.

**I. WORK ENVIRONMENT:**

- a. The work environment characteristics describe 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.

- b. While performing the duties of this job, the employee frequently works in outside weather conditions where temperatures vary from hot to very cold. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions, vibration, and odors. The employee occasionally works in high, precarious places and is frequently exposed to fumes or airborne particles, toxic or caustic chemicals and risk of electrical shock.
- c. The noise level in the work environment is usually loud in field settings, and moderately quiet in office settings.
- d. Shift Schedule: The current regular weekday schedule is 8:00 a.m. to 4:30 p.m with ½ hour lunch period. When necessary, the schedule may include overtime, holidays and rotating shifts.

**J. SELECTION GUIDELINES:**

- a. Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.
- b. The duties listed above are intended only as illustrations of the 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.
- c. Kalispell is an Equal Opportunity Employer. In compliance with the ADA, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.
- d. 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.

\*VEBA (Voluntary Employee Benefit Association) is a tax-exempt health reimbursement account used by employees and their eligible dependent to pay for eligible medical expenses. The plan is funded by an employee's sick and/or vacation banked hours upon leaving City employment.

**POSTING DATE:** December 3, 2024

**CLOSING DATE:** Open until filled

\*\*As of January 6, 2020 employers of CDL drivers must query the Clearinghouse to verify that a current or prospective driver is not prohibited from operating CMVs or performing other safety sensitive functions. CDL Drivers must now be registered with the FMCSA Clearinghouse. For more information please visit the website at <https://clearinghouse.fmcsa.dot.gov>.

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**NOTICE!**

**ONLY CANDIDATES SELECTED FOR INTERVIEWS WILL BE CONTACTED.**

A City application can be obtained from:

- The Human Resource Department with the City of Kalispell, 201 1<sup>st</sup> Ave East, Kalispell, MT. Phone (406)758-7774 or (406)758-7757; or
- Kalispell Job Service, 427 1st Ave E, Kalispell, MT 59901. Phone (406)758-6200; or
- Online at the City of Kalispell website: <https://www.kalispell.com/236/Human-Resources>

Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
Department Head/Supervisor

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Human Resources Director

Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
City Manager/Hiring Authority

Revised: 12/3/24