

POSITION DESCRIPTION

Class Title: Water Operator 1 (Entry Level – 5 years)

Grade Number: 10

Department: Public Works

Union: Teamsters

Date: June 19, 2023

GENERAL PURPOSE:

Performs a variety of semi-skilled and skilled technical and maintenance work primarily in the operation, maintenance and repair of water distribution facilities and systems but also in support of other public works divisions including wastewater, streets maintenance, and parks.

SUPERVISION RECEIVED:

Works under the general supervision of the Water Department Lead Operator and the Public Works Director.

SUPERVISION EXERCISED:

None generally, may lead crews on construction or other projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assists with the scheduling and execution of construction, maintenance and operation activities designed to provide water service for the city.
- Inspects, operates, maintains and repairs water treatment and distribution system components and equipment including, pumps, water storage tank, meters, pipes, valves, curb stops, fire hydrants, backflow preventers, irrigation systems, telemetry systems, and other appurtenant components and materials at frequent intervals and in routine, on-call and/or emergency situations to ensure that all aspects of the systems are functioning properly.
- 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.
- Monitors water tank, reservoir and supply wells daily, physically and through the City's SCADA telemetry system.
- Reads and records water meters on a monthly basis or more frequently as needed.
- Performs water and sewer main taps.
- Maintains a variety of records relating to inspections, maintenance activity, water supply, consumption, etc.
- Maintains records of locations of water and sewer infrastructure and service lines and assists in recording data into electronic records including work order and GIS software.
- Determines the locations of water and sewer lines from the appropriate sources prior to excavation(s) by the City and other contractors or utilities through the one-call, UDIG system and verifies there is no other utility in the way.

- Assists in gathering and reporting information and data required by regulatory agencies including water supply sampling and testing for MT DEQ.
- Responds to and completes work orders related to water system reactive and preventative maintenance items, customer concerns/complaints, inspections of Contractor work, etc., explains findings to supervisor and records time and corrective actions in work order system in a timely fashion.
- Contacts water customers in areas where services will be interrupted and explains the duration and frequency of interruptions.
- Responds promptly to emergency callouts and is able to work overtime as needed to restore service or complete necessary repairs for emergencies or planned projects.
- Distributes shut-off notices for delinquent bills and shuts off water service as needed.
- Drives trucks and construction equipment of various sizes and weights in the loading, hauling and unloading of various equipment, gravel and sand.
- Operates light and medium sized construction and power equipment, such as excavators, mechanized broom, vacuum truck, backhoe, loader, compaction equipment etc.
- Performs routine inspection and preventive maintenance on vehicles, tools and equipment. Ensures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.
- Assists in the training of coworkers performing the duties of maintenance, construction and repair of water facilities.
- Performs all duties in conformance to appropriate safety and security standards.
- Maintains a clean, safe, orderly work environment and performs all assigned duties and responsibilities in a safe manner; exercises judgment in all areas to reduce and eliminate hazards to co-workers and the public.
- Performs other duties as assigned.

PERIPHERAL DUTIES:

- Assists other Public Works Department divisions in operational and maintenance functions as assigned by the Public Works Director.
- Performs facilities maintenance and custodial work as required and assigned.
- Assists in the maintenance and operation of the city swimming pool.
- Has working knowledge of the City Boilers and is able to reset them as needed.

MINIMUM QUALIFICATIONS:

Education and Experience:

- Graduation from high school or GED/HiSET equivalent
- Two (2) years of experience in a public works or similar field.
- One (1) year of equipment operation in a public works, construction or similar setting.
- Proven mechanical abilities.
- Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- A. Knowledge of equipment, materials and supplies used in water pipe system maintenance and repairs; some knowledge of first aid and applicable safety precautions.
- B. Knowledge of equipment, facilities, materials, methods and procedures used in maintenance, construction and repair activities.
- C. Ability to work independently and to complete daily activities according to work schedule.
- D. Ability to communicate orally and in writing; ability to understand, follow, and transmit written and oral instructions; ability to establish effective working relationships with employees, supervisors, and the public.
- E. Ability to use heavy equipment, and power and hand tools properly and safely.
- F. Ability to understand and operate computers and phone applications, both typical and specialized.
- G. Ability to perform heavy manual tasks for extended periods of time.

SPECIAL REQUIREMENTS:

Valid Montana driver's license or ability to obtain one.

Valid Montana Commercial Driver's License or ability to obtain one within one year of hire.

Current Montana State Department of Environmental Quality Water System Operator's Certification Class 2A and 3B minimum or ability to obtain certifications within 24 months of hire.

Current ABPA backflow preventer tester certification or ability to obtain one within one year of hire.

TOOLS AND EQUIPMENT USED:

Motorized vehicles and equipment, generators, pumps, gauges, utility truck with crane, back-hoe, front end loader, hand and power tools, shovels, wrenches, detection devices, mobile or portable radio, phone, calculator, computer with typical and specialized programs, a variety of lab equipment used in the sampling and testing of water, swimming pool equipment including chlorination system, pumps, boiler, valves, filtration devices, gauges, etc.; janitorial equipment including floor buffers, steam cleaner, carpet cleaners, washers, vacuums, mops, brooms, and dusting equipment. Other tools and equipment as needed to complete assigned tasks.

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 is regularly required to reach with hands and arms. The employee frequently is required to stand, walk and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch, or crawl, and talk and hear.

- The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds (with assistance). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- The employee must have the ability to lift heavy objects, walk and stand for long periods of time, and to perform strenuous physical labor under adverse field conditions, work in confined areas, walk on uneven ground, walk to read meters, use hand tools, bend and stoop, climb stairs and ladders, perform hand shovel work, install subgrade pipes and equipment.

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

JOB PERFORMANCE STANDARDS

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

1. Competently reads, monitors, operates, repairs and maintains the water distribution system, water reservoir, wells, tanks, meters, treatment facilities and other public works assets.
2. Accurately maintains records of water consumption, maintenance activities and infrastructure locations by hand and in the various meter recording, telemetry, work order and GIS software.
3. Knows and complies with federal mandates and state laws and regulations regarding water systems. Competently takes and performs all required samples and testing.
4. Capably operates and maintains heavy equipment. Follows safety procedures in operating equipment and working near the public.
5. Responds to callouts and emergencies promptly.
6. Deals tactfully and courteously with coworkers and the public.

SELECTION GUIDELINES:

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

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.

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.

Approval: _____

Supervisor

Effective Date:

Approval: _____
Appointing Authority