

# RAE WATER & SEWER DISTRICT

## POSITION DESCRIPTION

June 2024

**POSITION:** District Operator (Full time)

**PAY SCALE:** \$25.00 TO \$32.00 per hour DOE.

**DEPARTMENT:** RAE Water & Sewer District

**ACCOUNTABLE TO:** **Manager**

**SUMMARY OF WORK:** Works together with the RAE Water team, reads water meters on monthly basis, conducts on-going maintenance of equipment and machinery of the District, inspects various gauges and meters associated with district infrastructure and manages the data on a computer spreadsheet, maintains District buildings and grounds, collects water quality samples from District wells and sample taps throughout the District, operates the Districts' wastewater treatment plant, is available to respond to District emergencies, performs manual labor duties as assigned by manager.

### **JOB CHARACTERISTICS:**

**Nature of Work:** This position performs mechanical, technical and manual labor duties requiring attention to accuracy, timeliness, and adherence to regulations. Position serves as liaison between the district and the community. Maintains confidentiality of sensitive information. Attends monthly meetings at the request of the Manager or Board of Directors. Position often works independently.

**Personal Contacts:** As operator, the individual has contact with workers hired to excavate and repair of the District's water and sewer main lines, repair and maintenance of pumps and groundwater wells, operation and maintenance of the District's wastewater treatment facility, and often requires working with the manager of the mobile home park on water meter repair and replacement and water line repairs.

**Supervision Received:** Weekly or as needed from Manager.

**Essential Functions:** Position requires ability to understand the functional nature of machines; learn technical information and follow established procedures; lift heavy and bulky objects (minimum of 50 pounds); work indoors and outdoors - in all weather conditions; pay

strict attention to details; ability and desire to obtain necessary water and wastewater operator certification.

### **AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:**

Works with water & sewer users in the District. Upon request of the Manager, may assist mobile home park manager with meter repair/replacement. Responds to user concerns regarding leaks and broken meters.

On an established work schedule, reads gauges for lift station, water wells. Performs visual inspections of wastewater plant and SCADA system, buildings, fences, pump houses, pressure tanks. Works with private contractors on line repairs. Inspects and cleans wastewater plant's screen and lift station wet well. Performs timely checks on pressure in pressure tanks and fill as needed. Schedules delivery for the District's backup electrical generators (fuel) and chlorine for the wastewater plant. Performs routine maintenance on the ultraviolet disinfection system. Cleans air filters in blower building. Lubricates pumps and motors as needed.

On an as needed basis perform manual labor duties such as mowing lawn(s), shoveling snow, maintaining buildings, grounds and equipment, and other duties as assigned by Manager.

### **JOB REQUIREMENTS:**

**Knowledge:** This position requires knowledge of basic public utility practices and resources; knowledge of federal, state, and local safety procedures; and working knowledge of waste water treatment technology.

**Skills:** This position requires skills in using a variety of machinery such as mowers and pumps; detecting inaccuracies in equipment gauges such as pumps and water meters; locating pipelines and well heads in the system; and standby for emergencies after hours, weekends, and holidays.

**Abilities:** This position requires the ability to: work independently; be organized; be self motivated; prioritize tasks; maintain confidentiality; maintain accurate records; communicate effectively orally and in writing; follow verbal and written instructions; establish effective working relationships with fellow employees, supervisors, and the public.

### **EDUCATION AND EXPERIENCE:**

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to:

- A High School Diploma.
- Possess or ability to obtain a Montana Certificate of Operator-In-Training.
- Experience using a variety of mechanical devices such as tractors, mowers, and water meters.
- Proficiency in using a computer and a variety of computer software programs.
- Public entity experience is helpful.

### **How to apply**

Please send letter of interest, with an accompanying resume, and list of references to:

Ken Ridgway, Manager  
RAE Water & Sewer  
10 RAE Water Lane  
Bozeman, MT 59718

Or

[RAEW@mtopticom.net](mailto:RAEW@mtopticom.net)