

## POSITION DESCRIPTION

**TITLE:** WATER OPERATOR

**DEPARTMENT:** Transportation, Public Works, Parks & Recreation.

**CLASSIFICATION:** Full-time

### GENERAL PURPOSE

1. Performs a variety of semi-skilled and skilled technical and maintenance work in the operation, maintenance and repair of water distribution facilities and systems.
2. Performs other related duties as required.

**SUPERVISION RECEIVED:** Works under the general supervision of Operations Manager.

**SUPERVISION EXERCISED:** None generally. May serve as a lead worker over laborers.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Monitors the performance of all equipment, gauges and charts in the pumping stations.
2. Records statistical data concerning water operations.
3. Maintains, operates, repairs and replaces equipment as necessary.
4. Charts lab test results for trend analysis and maintains accurate records of analyses and test results.
5. Evaluates data and writes reports as required.
6. Operates, maintains and repairs malfunctions at the pumping stations and the distribution system. Repairs gauges, pumps, filters and other controls and equipment.
7. Collects samples and identifies concentrations of chemical, physical or biological characteristics of water required in accordance with local, state and federal requirements. Gathers and tests water samples for efficiency and performs water samples as required by the EPA and reports as required.
8. Performs quality control tests on lab equipment and lab analyses. Evaluates procedures and results for accuracy and determines appropriate methods.
9. Assures that the water system operates within required standards.
10. Calibrates, modifies or repairs instrumentation and control equipment including recorders, flowmeter and other water quality monitoring equipment.
11. Operates and maintains water pumping stations; distribution lines, meters, and operates pumps and valves to control flow.
12. Reads consumer electric and water meters for billing purposes.
13. Maintains records and maps of all water taps and services.
14. Inspects and/or repairs water treatment equipment, pumping stations, reservoir, wells, meters and other elements of the water supply and distribution systems at frequent intervals to insure that all aspects of the systems are functioning properly.
15. Assists in maintaining water quality by taking water samples and maintaining proper operation of water distribution equipment.

16. Maintains a variety of records relating to inspections, maintenance activity, water supply, consumption, etc.
17. Determines the locations of water lines from the appropriate sources prior to excavation.
18. Responds to complaints regarding water leaks, pressure loss or no water. Evaluates situation and explains findings to supervisor.
19. Contacts residents and business owners in area where services will be discontinued and explains when services will be shut off and how soon it will be turned back on.
20. Insures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.
21. Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to supervisor. Cleans equipment.
22. Performs all duties in conformance to appropriate safety and security standards.
23. Performs required labor involved in construction and maintenance projects as part of a crew, pavement cutting, ditch digging, line cleaning, main and pipe repair, laying and backfilling.
24. Make water service connections to water mains, including line tapping and valve installing.
25. Cuts, fits, lays, repairs, taps, cleans and flushes water mains, pipe, gates and fittings on repair of mains and services and installation of services, fire hydrants and drinking fountains. Assists in shutting off broken sections of water mains.
26. Assists in the training of lower level employees to increase their skills in the maintenance, construction and repair of water facilities.
27. Services water supply and other pumps. Flushes hydrants and cleans reservoirs.
28. Operates a variety of power construction and maintenance equipment used in the water department.

**PERIPHERAL DUTIES:**

1. Serves on various employee or other committees as assigned.
2. Maintains the drawings and schematics of electrical and other systems in the water distribution system.
3. Monitors performance of electrical systems, circuits or equipment of the water distribution system.
4. Operates a variety of power construction and maintenance equipment used in the water distribution department.
5. Assists other departments as needed.

**DESIRED MINIMUM QUALIFICATIONS:**

1. **Education and Experience:**
  - a. Graduation from high school or GED equivalent and supplemented by two (2) years post secondary college or technical training in biology, environment science, chemistry, or a closely related field and;
  - b. Two (2) years of experience in a water distribution utility, or
  - c. Any equivalent combination of education and experience.

## **2. Necessary Knowledge, Skills and Abilities:**

- a. Working knowledge of equipment, facilities, materials, methods and procedures used in water distribution operation activities.
- b. Working knowledge of laboratory procedures and practices.
- c. Skill in operation of some of the listed tools and equipment.
- d. Ability to perform process control calculations.
- e. Ability to work safely.
- f. Ability to communicate effectively verbally and in writing.
- g. Ability to establish and maintain effective working relationships with employees, other departments and the public.
- h. Ability to understand and carry out written and oral instructions.

### **SPECIAL REQUIREMENTS:**

1. Maintain in his/her possession a valid State of Ohio Drivers License and must maintain insurability with the Village of Oak Harbor insurance carrier.
2. Obtain Ohio EPA Certification Water Distribution Operator License compatible to job classification. Water Distribution Operator I must obtain EPA Class I license. Water Distribution Operator II must obtain EPA Class II license.

**TOOLS AND EQUIPMENT USED:** Motor vehicle, generators, pumps, gauges, common hand and power tools, shovels, wrenches, detection devices, two-way radio, phone, computer, calculator, and a variety of lab equipment.

### **PHYSICAL DEMANDS:**

1. 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.
2. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand. The employee is occasionally required to walk; talk or hear; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.
3. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT:**

1. 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.
2. While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions. The employee occasionally works in high, precarious places, confined spaces and is occasionally exposed to fumes or airborne particles, risk of electrical shock, and vibration and trench cave ins. The employee is frequently exposed to toxic or caustic chemicals.
3. The noise level in the work environment is usually moderately loud.

**SELECTION GUIDELINES:**

1. Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.
2. 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.
3. 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.

Revised: February 7, 2005; August 6, 2007; January 7, 2008