
WATER OPERATOR JOB DESCRIPTION

Position Title: Water Operator

FLSA Classification: Non-Exempt

Salary Grade: Apprentice - Grade 7, Journey – Grade 8, Senior – Grade 9

Reports To: Water Production or Distribution Supervisor

Data Reviewed/Revised: March 4, 2022

Basic Function

Under the direction of the Water Distribution or Production Supervisor as assigned, or acting crew leader or more senior operator, maintains and repairs the water production and distribution system to include all appurtenances; assures the water supplied to consumers is safe.

Distinguishing Characteristics

Water Operators are cross-trained to support production or distribution. Position at hire will be specified and employees will be notified in advance of change in focus.

Apprentice level is an entry level position that performs assigned duties under direct supervision.

Journey level positions are specialized in the maintenance and repairs of the water distribution system and production repairs and maintenance can accomplish most routine tasks with minimal direction or supervision.

Senior level operators are more technically advanced and may serve in a lead capacity.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

The incumbent shall work well under pressure; meeting multiple and sometimes competing deadlines.

The incumbent shall at all times demonstrate cooperative behavior with colleagues and supervisors.

The incumbent shall provide good customer service to customer who experience water quality or billing concerns.

Performs repair and maintenance activities of the municipal water distribution system to ensure safe, effective operations in accordance with all applicable rules and regulations.

Performs or assists in required installation, maintenance, and repair on equipment such as chlorinators, pumps, motors, and controls systems, water mains and service lines, meters, valves, fire hydrants and other components of the water system.

Fulfill on-call duties as assigned.

Apprentice

Under direct supervision of a Traffic Control Technician, install traffic control for work zones and special events.

Read meters; turn water service off and on as directed.

Chlorine system maintenance and changing out chlorine gas cylinders

Maintaining MIOX system

Records well production meter readings and chlorine residual throughout the water system as well as monitors chlorine use.

Monitors the SCADA system and as necessary reports emergencies or alarm conditions for proper operation of wells and booster stations, and proper reservoir levels. Investigates any alarm conditions, as well as, equipment malfunctions and failures as well as operational problem and trends.

Journey

As a Traffic Control Technician, install traffic control for work zones and special events.

Request utility locates to minimize the risk of damage to other utility systems during normal maintenance or repair of the water system. Performs utility locates as requested to minimize the risk of damage to the water distribution system during construction and prevent service outages to customers.

Maintains accurate, timely records of all repairs, maintenance, and/or malfunctions.

Read meters; download and upload meter reading data from computer billing application, competent with valve maintenance software and distribution pressure SCADA system. Turn water service off and on as directed.

Collect samples for bacterial analysis and chlorine sampling as required.

As assigned act as the Responsible Person while on call for the Moscow Public Works Department.

Operates water treatment facility to include backwash and air-wash operations as well as any system adjustment and required maintenance and repair

Senior

As a Traffic Control Supervisor, develop and design traffic control plans for work zones and special events.

Maintains accurate, timely records of all repairs, maintenance, and/or malfunctions.

Regularly act as on-call or assists the on-call operator with alarms and operational control changes in SCADA.

Ability to proficiently operate a back hoe or excavator.

Individuals in this position may function in distribution specialized activities such as administering fire hydrant maintenance and flow certification program, water system leak

survey program, backflow prevention, valve exercise program, meter reading, safety program, training program, and asset management system.

Performs and leads operation, maintenance, repair and trouble-shooting activities of the municipal water production system to identify and remedy problems and/or malfunctions in order to ensure safe, uninterrupted operations in accordance with all applicable rules, regulations.

Supervisory Functions

None

Competencies

Ability to develop knowledge of water distribution construction, maintenance, and repair methods and equipment.

Ability to read maps comprehend geography as related to the City's systems

Ability to interact with members of the public respectfully at all times

Ability to research and comprehend relevant industry regulations and standards

Ability to read and comprehend engineering plans and specifications

Ability to work effectively with coworkers

Basic computer processing skills and knowledge of or ability to acquire relevant computer skills related to the industry

Basic reading, writing, math, computer, and recordkeeping abilities

Ability to operate both light and heavy equipment

Ability to adhere to health and safety practices

Understand and adhere to laws, rules, regulation and policies

Ability to understand and follow oral and written instructions, maintain routine records, and work cooperatively with others.

Ability to observe legal and defensive driving practices

Software

Microsoft Word

Microsoft Excel

Microsoft Outlook

Pressure Recorders

Meter Reading Software

Billing Software

SCADA

Asset Management

GIS Software

Work Environment

Office setting

Outdoor work

Regular exposure to fumes, dust and odors

Working evening or variable hours

Adverse weather conditions

Physical Demands

Climbing

Sitting and standing for extended periods of time

Lifting and carrying objects weighing up to 50 pounds

Pushing or pulling

Bending/stooping

Walking

Reaching overhead and above the shoulders

Heavy physical labor

Working around and with machinery having moving parts.

Fumes from man holes and stormwater piping.

Work with chemicals

Travel

Training Opportunities

Education and Experience

Graduation from high school or GED

Licenses and Certifications

Valid Driver's License

Valid Class A CDL (commercial driver's license) with air brake endorsement or the ability to obtain within six months of hire

Ability to complete Confined Space Entry Training

Ability to complete Trench Safety Training

Ability to obtain Flagger Certification within 1 year of hire

OSHA Competent Person Training

Proficient Heavy Equipment Operator

Apprentice

Water Treatment Operator or Distribution Operator, in Training or Restricted License within 6 months

Class I Water Treatment Operator License or Class I Drinking Water Operator License within 16 months

Journey

Class II Water Treatment Operator License or Class II Distribution Operator License

Traffic Control Technician Certification

Senior

Class III Water Treatment Operator License or Class III Distribution Operator License; or a Class II Water Treatment and a Class II Distribution license.

Traffic Control Supervisor

Backflow Certification

5 Years of onsite experience

** The City supports cross training and professional development for all employees and options for dual certification are available.*

Affirmative Action/EEO statement

The City has an equal employment opportunity policy. The City will not discriminate against an applicant for employment, which includes discrimination on the basis of race, color, gender, religion, sex (including pregnancy), national origin, physical or mental disability, age, marital or familial status, sexual orientation, and gender expression or identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.