



Town of Star Valley
Job Description

Position Title: **WATER SYSTEMS OPERATOR II**
FLSA Classification: **NON-EXEMPT**
Department: **WATER ENTERPRISE FUND**
Pay/Benefits/PTO: **DOQ**
Approved By: **TOWN MANAGER**

GENERAL PURPOSE

This is skilled and semi-skilled work in constructing, maintaining and repairing the Town's Water System and related equipment and facilities. This position is responsible for applying acquired knowledge and skills in the successful completion of duties assigned by the Town Manager. Work involves performing job tasks in strenuous conditions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Does skilled work in the construction, installation, operation and repair of water mains, services, fire hydrants, valves and all other facilities of the public water system.
- Performs miscellaneous skilled work in the general construction, repair and maintenance of water system electrical pumping panels and well control devices, without close supervision.
- May be required to operate construction equipment and perform any other duties normally encountered with the use, operation and movement of this type of equipment. Construction equipment would include such items as fork lift, trenching machine, backhoe, front-end loader, dump truck, etc.
- Performs manual work of an unskilled or semi-skilled nature in connection with water utility construction, maintenance or operation.
- Performs such customer service duties as turning water on and off, setting and removing meters, special meter readings, inspection on customers' premises, shutting water off for nonpayment of bills, leak inspections, field checking customers' complaints, etc.
- Tests, repairs and services water meters, keeps record of same and performs related work as required.
- Does skilled and/or semi-skilled work in the operation of part of all of the treatment and/or pumping plant including well pumps, piping, tanks chemical handling and storage, chemical feeding machines, chlorine machines and pumping plant equipment as required to maintain distribution system storage and pressure levels.
- Read and record registration of customers' meters.
- Must be available from time to time, on an "on-call", emergency basis to handle Water Department problems during non-business hours.
- Assists in maintaining water quality by taking water samples and maintaining proper operation of water treatment equipment.
- Determines the locations of water lines from the appropriate sources prior to excavation.

- Responds to complaints regarding water leaks, pressure loss or no water; evaluates situation; explains findings to supervisor.
- Contacts residents and business owners in area where water service will be disrupted and explains when services will be shut off and how soon it will be restored.
- Insures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.
- Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to supervisor; cleans equipment.
- Performs all duties in conformance to appropriate safety and security standards.
- Performs duties including but not limited to streets and roads work, and any other duties requested by the Town Manager.

PERIPHERAL DUTIES

- Thorough knowledge of the tools and practices used in installing and repairing the Town's water system or a similar water system in size and complexity.

MINIMUM QUALIFICATIONS

Education and Experience:

- High School diploma or G.E.D. Certificate.
- Two years' experience in water system installation and maintenance.

Certifications & Licenses:

- Possession of Arizona Department of Environmental Quality Distribution System Operator 2 Certification.
- Valid State Driver's license and CDL certification, or ability to obtain one.

Knowledge, Skills and Abilities:

- Ability to troubleshoot and repair electrical motor control circuits containing liquid level controls, float and pressure switches, motor starters and contractors, and three phase electrical services is highly desirable.
- Ability to troubleshoot and repair pumping installation problems as worn or leaking pump seals, motor-related capacitors, cavitation, excessive vibration etc., is highly desirable.
- Experience in the principles and practices of chlorination of public water supplies is highly desirable.
- Thorough knowledge of United States Environmental Protection Agency (USEPA) and, Arizona Department of Environmental Quality (ADEQ) requirements for the operation of public water systems is highly desirable.

TOOLS USED

Hand tools, small power tools, large power tools - CC-25 tapping machine, cutoff saws, chain saws, jack hammers, welders, pavement breakers, backhoes, wheel loaders, trenchers, dump trucks, skid steer loader, bucket truck, fork lift, electrical test equipment, computer software for SCADA control of water system water production and storage facilities, hydro sonic water leak detection equipment, metal locators and utility line tracers, etc.

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.

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.

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 and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

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, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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

MENTAL ACTIVITIES

Reasoning: Ability to apply common sense understanding to carry out assigned duties.

Ability to reason with a diversity of cultures and individuals and difficult conditions and often strong and vocal viewpoints.

Logic: Ability to perform basic skills, including organizational and process management.

Language/Communication: Demonstrable ability to communicate clearly and concisely orally and in writing.

All job descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been included. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance however, should the duties, responsibilities and requirements be interpreted as all-inclusive. Supervisors as deemed appropriate may assign additional functions and requirements.

In accordance with Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodation will be made which may pose serious health or safety risks to the employee or others or which may pose undue hardships on the organization.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the need of the employer and requirements of the job change.