

GRAFTON WATER DISTRICT

Job Description Water System Operator

ESSENTIAL DUTIES AND RESPONSIBILITIES (includes the following): Performs daily operation activities with water system including, monitoring of treatment facilities, monitoring of pump stations and tanks. Trouble shoots problems at water facilities and takes corrective action. Performs daily pump station inspection rounds; drives to the pump station locations throughout the surrounding area to inspect the facilities and records data as required. Follows the proper SOP for each facility. Verifies readings to confirm proper pump station activity and records readings. Takes daily water quality samples from facilities and throughout town to monitor water quality. Fills chemical tanks, adjusted chemical feed systems, monitors analyzers, and monitors SCADA system at facilities. Adjusts pumps, valves and operational equipment as needed. A thorough understanding of water treatment operations and SCADA systems is highly desirable.

Assists with excavations and repairs to water system appurtenances including but not limited to water mains, services, hydrants, and related facilities/equipment and meters. Install new facilities and equipment. Performs system maintenance on facilities/equipment and/or replacement of existing facilities/equipment as required. May have to operate associated equipment involved with the excavation and repair/installation of water mains, pipes, valves etc. Including power saw, road saw, jack hammer, power tools, shovel, pick, hand tools, and other equipment associated with excavation and repair/installation of water pipes, valves etc. Work may include landscaping activities and concrete placement activities. Position requires a proper understanding of excavation safety practices and entails following company safety procedures and practices. A good understanding of water distribution construction and operations is highly desirable.

Position may require overtime/weekend/holiday/nightwork. This includes pump station rounds, annual hydrant flushing (3rd shift) and emergency repairs.

May conduct service calls to customer locations and interact with customers to meet customer needs. May collect water meter readings.

The above description should not be construed as to limiting miscellaneous functions the employee may be asked to perform outside of those listed.

QUALIFICATIONS: To perform this job successfully, an individual must perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: High School diploma or general education degree (GED) a minimum; technical degree/certification is desired. Three to five years experience in a similar position is desired. Technical experience with SCADA controls and/or water system controls desired. Computer experience is required.

LANGUAGE SKILLS: Ability to read, analyze interpret and respond to common inquiries or complaints from customers, regulatory agencies or members of the business community. Ability to present information to top management or public groups.

MATHEMATICAL SKILLS: Exceptional mathematical skills are required for this position. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

REASONING ABILITY: Plan interpretation and regulation comprehension is essential. Ability to define problems, collect data, establish facts, and draw valid conclusions.

CERTIFICATES, LICENSES, REGISTRATIONS: As required by DEP.

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. Work envisioned in this job category includes facility and water system operation and maintenance.

While performing the duties of this job, the employee is regularly required to stand, walk, use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and 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 is regularly exposed to wet and/or humid conditions and toxic or caustic chemicals. The employee is frequently exposed to moving mechanical parts, fumes and or airborne particles, risk of electrical shock, and vibration. The employee may be asked to work inside an earth excavation. The employee is occasionally exposed to elevated areas, outside weather conditions; cold, and heat. The noise level in the work environment may be loud.

COMPENSATION: This position is a minimum 40-hour position, Monday through Friday 7:30 a.m.-4:00 p.m., with some on-call duties weeknights and weekends. Compensation is negotiable based on certification levels and experience.