

CLASS TITLE: Assistant Manager / Operator

ACCOUNTABLE TO: Manager

PRIMARY OBJECTIVE OF POSITION: Under general direction, may perform supervisory, in addition to technical, work in the operation of a surface water treatment plant and distribution system; Work varies, requires significant individual judgment within prescribed standards and procedures.

ESSENTIAL JOB FUNCTIONS: Performs duties and must meet the requirements of a water plant and distribution system operator; in the absence of the Manager, supervises the work of others and must have the ability to communicate both orally and in writing; must possess a Montana Class II Water Distribution System Certification and Class I Water Treatment Plant Certification; ability to read, write, and follow instruction manuals; physical demands include lifting up to 100#s (greater with assistance), bending, stooping, crawling, and climbing; work is performed generally outside in variable weather and uncontrollable environment; some exposure to chemicals; must possess a valid appropriate driver's license.

MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE: Operates and maintains a surface water treatment plant and distribution system, storage reservoirs, and related equipment; takes samples, tests, and performs analysis of water and its treatment; performs various tasks in the maintenance of plant and equipment and performs minor and some major repair work to plant and equipment; inspects and operates motors, pumps, chemical feeders, and related equipment; calculates dosage and adds chemicals to treatment system in accordance with standards set by the State; performs such other duties as may be assigned.

Responsible for all inventory of plant supplies, replacement parts, distribution system parts, and any other needed materials or supplies; calibrate plant equipment; maintain distribution system with flushing, parts replacement, and disinfection; Read, repair, and test meters; repair fire hydrants and valves, tap water mains, and conduct service line and main line inspections as needed; may oversee repairs made by contractors to water system; locate service lines, and provide service to customers including service turn ons and turn offs; may be on 24 hour call for emergencies; and operates and maintains district vehicles and equipment.

Specific additional responsibilities include the attendance of Board Meetings, in the absence of the Manager assume the day to day responsibilities of the Manager, and keep apprised of activities involving the overall operation of the district; maintain records of flushing, fire hydrant maintenance, work orders, and the treatment plant; assist with the budget; with the approval of the Manager, coordinate maintenance and repair of the plant and distribution system; and assist in the office as may be required including responding to customer inquiries, depositing water bills in the mail and funds in bank, and general office assistance.

Maintains a daily, monthly, quarterly, and year end record of operations and inventory; reads and calculates plant meter readings, gauges, computer readouts, graphs, monitors equipment, alarm circuits, and records information; initiates routine operational records, prepares test results, tabulations, and summary reports; uses equipment requiring care to assure against breakdown or deterioration; position requires employee to perform a multitude of movements of which a moderate physical effort including lifting up to 100#s (greater with assistance); contact with chemicals and undesirable physical conditions; hazards are moderate requiring care and use of proper safety equipment and procedures to prevent injury; contact with the public, customers, contractors, and suppliers is limited but must be maintained.

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS: In the absence of the Manager, supervises the District operations.

CLASS TITLE: Assistant Manager / Operator (continued)

EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS: Graduation from high school or its equivalent, and five years work experience in water plant or distribution system operations; Possession of Class I Water Treatment System Certification and Class II Distribution System Certification, and shall maintain such certifications and updates as may be required; possession of appropriate valid Driver's license.

EXAMPLES OF PERFORMANCE CRITERIA AND EXPECTATIONS:

Plant, distribution system, and related equipment are maintained and operated efficiently;

Maintains proper laboratory testing, procedures, and records to meet State and Federal standards;

Maintains and applies knowledge of the function and servicing requirements of mechanical equipment and machinery and of the treatment processes involved in the operation of the water plant, including chemical treatment and tests;

Performs minor repair to plant and equipment and may perform limited major repair as needed;

Treated water is produced at or above required levels and to the standards of the State of Montana;

Oversees construction and/or maintenance of distribution system by contractors;

In the absence of the Manager, supervises the District's operations;

Keeps abreast of Regulations in the water treatment field;

Performs all assigned, implied, scheduled, and unscheduled other duties as may be required.