

# LOCKWOOD WATER & SEWER DISTRICT

## Job Description

**CLASS TITLE:** Seasonal/Entry Level Utility Operator

**ACCOUNTABLE TO:** Manager and/or Assistant Manager

**PRIMARY OBJECTIVE OF POSITION:** Under generally direct supervision performs unskilled and semi-skilled work in the care and maintenance of the District's water and wastewater systems. Duties will include, but are not limited to, digging, sweeping, mowing, trimming, painting, trash removal, graffiti removal, and assistance with the daily operation and maintenance of District facilities.

**ESSENTIAL JOB FUNCTIONS:**

- Performs tasks in preventive and corrective maintenance of water distribution equipment to include, but not limited to, pipe, valves, and hydrants. Learn to perform fire flow and pressure tests, and to locate utility lines from drawings and maps, using electronic locating and leak detection equipment.
- Assist in the repair and maintenance of chemical feed equipment, which includes, but is not limited to, control adjustments and replacement of expendable parts required in preventative maintenance.
- Learn to and assist with the repair of distribution main and service lines. Expose mains and service lines following safe dig practices.
- Install and replace water meters.
- Perform general maintenance of district facilities and properties.
- Operate hand and power tools and tools and equipment including, but not limited to: mowers, trimmers, saws, jackhammers and earth tampers.
- Perform related duties and responsibilities as required.

**MAJOR AREAS OF ACCOUNTABILITY:**

- Performs various tasks in the maintenance of plant and equipment.
- Assists in the inspection, repair and operation of motors, pumps chemical feeders, and related equipment.
- Performs such other duties as assigned.
- Maintains distribution and collection system with flushing, parts replacement, and disinfection.
- Maintains collection system and lift stations.
- Locates service lines, and provides service to customers including service turn ons and turn offs.

**CLASS TITLE:** Seasonal/Entry Level Utility Operator (continued)

- Operates and maintains district vehicles and equipment.
- Understand and follow oral and written instructions.
- Establish and maintain effective working relationships with those contacted in the course of work

**SUPERVISION – RESPONSIBILITY FOR WORK OF OTHERS:** None

**EDUCATION, TRAINING, AND EXPERIENCE:**

- Graduation from high school or equivalent.
- Some work experience or education in water distribution, water treatment plant or wastewater collection systems preferred.
- Possession of appropriate valid Montana drivers license.

**EXAMPLES OF PERFORMANCE CRITERIA AND EXPECTATIONS:**

- Under supervision: Plant, distribution and collection systems, and related property and equipment are maintained and operated efficiently and safely.
- Understands and follows oral and written instructions.
- Performs all assigned, implied, scheduled, and unscheduled other duties as may be required.

**WORKING CONDITIONS:**

May be exposed to heat, cold, inclement weather, noise, dust, grease, smoke, fumes, potentially hazardous chemicals, electrical and radiant energy. May work in or with water on slippery or uneven surfaces; work in or inspect confined spaces; with machinery, heavy equipment or other moving objects; around or in wells, reservoirs, pits, manholes and/or heavy traffic; at heights on ladders and/or scaffolding. Possible exposure to insects, pets and other animals; electrical, pneumatic and hydraulic energy, voltages up to 12,470V.

Depending on job tasks and location: Respiratory, hearing, and eye protection; hard hat, safety shoes, appropriate gloves, other safety equipment and/or uniform required.

**PHYSICAL REQUIREMENTS:**

Light to heavy lifting and carrying 10 – 50 pounds and shared lifting of 50 – 100 pounds. Walking, standing or sitting for prolonged periods of time. Pulling, pushing, bending or twisting at the neck and trunk, reaching forward or above the head and shoulders, squatting, stooping, kneeling, and crouching. Climbing on ladders, stairs, and scaffolding.