

LOCKWOOD WATER & SEWER DISTRICT

Job Description

CLASS TITLE: Utility System Operator I

ACCOUNTABLE TO: Manager and/or Assistant Manager

PRIMARY OBJECTIVE OF POSITION: Under generally direct supervision, performs skilled work in the operation of a surface water treatment plant, water distribution, and wastewater collection systems; Work varies, requires significant individual judgment within prescribed standards and procedures.

ESSENTIAL JOB FUNCTIONS:

- Must possess the ability to obtain a Montana Class II A Water Distribution System and Wastewater Collection Certification, a Class I B Water Treatment Plant Certification within a prescribed training period;
- 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 Montana Operator's license.

MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:

- Under supervision or guidance operates and maintains a surface water treatment plant and distribution system, storage reservoirs, wastewater collection system, and related equipment; takes samples, tests, and performs analysis of water and its treatment;
- Performs various tasks in the maintenance of 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; and
- Performs such other duties as may be assigned.
- Under supervision may order and inventory plant supplies, plant replacement parts, distribution system parts, and any other needed materials or supplies;
- May calibrate plant equipment;
- Maintains distribution and collection systems with flushing, parts replacement, and disinfection;
- Maintains collection system and lift stations;
- Reads, repairs, and tests meters; repairs fire hydrants and valves, taps water mains, and conducts service line and main line inspections as directed;
- As directed may oversee repairs made by contractors to water and waste water systems;
- Locates service lines, and provides service to customers including service turn ons and turn offs;
- May be on 24 hour call for emergencies;
- Operates and maintains district vehicles and equipment.

CLASS TITLE: Utility System Operator I (continued)

- Maintains a daily record of operations, 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;
- 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: None.

EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

- Graduation from high school or its equivalent, and some work experience in water plant or distribution system operations desirable;
- Must have the ability to obtain a Class I B Water Treatment Plant Certification, Class II A Water Distribution and Wastewater Collection System Certification within a prescribed training period, and shall maintain such certification and updates as may be required;
- Possession of appropriate valid Montana Operator's license.

EXAMPLES OF PERFORMANCE CRITERIA AND EXPECTATIONS:

- Under Supervision: Plant, distribution and collection systems, and related property and equipment are maintained and operated efficiently;
- Collection of samples, testing and records are maintained according to required procedures;
- Wastewater Collection system flushing as needed;
- 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;
- Under direction assures that treated water is produced at or above required levels and to the standards of the State of Montana;
- Understands and follows oral and written instructions;
- Following direction may oversee construction and/or maintenance of distribution and collection systems by contractors;
- Performs all assigned, implied, scheduled, and unscheduled other duties as may be required.

Reasonable accommodations may be made to enable individuals with disabilities to perform any non-essential job function.

09-01-2015