

LOCKWOOD WATER & SEWER DISTRICT

Job Description

CLASS TITLE: Utility System Operator 1

ACCOUNTABLE TO: Manager and/or Assistant Manager

PRIMARY OBJECTIVE OF POSITION: Under generally direct supervision performs skilled and semi-skilled work in the care and maintenance of the District's surface water treatment plant water distribution and wastewater collection systems. Work varies and requires sound individual judgment within prescribed standards and procedures. Work is usually conducted with or supervised by a senior certified operator.

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:

- 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.
- Assists in the inspection, repair and operation of motors, pumps chemical feeders, and related equipment.
- Under supervision calculates dosage and adds chemicals to treatment system in accordance with standards set by the state.
- Under supervision may order and inventory plant supplies, plant replacement parts, distribution system parts and any other needed materials or supplies.

CLASS TITLE: Utility System Operator (continued)

- May calibrate plant equipment.
- Reads, repairs and tests meters; repairs fire hydrants and valves, taps water mains.
- 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.
- May be on 24 hour call for emergencies
- Operates and maintains District vehicles and equipment.
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- 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.
- 1 year work experience or education in water distribution, water treatment plant or wastewater collection systems.
- Possession of appropriate valid Montana drivers license.
- Possess an “Operator in Training” Certification, and have the ability to obtain within 1 year, a Montana Class 1B Water Treatment Plant Certification and/or a Montana Class 2A Water Distribution System Certification

EXAMPLES OF PERFORMANCE CRITERIA AND EXPECTATIONS:

- Under supervision: Ensures the water Treatment Plant, water distribution and wastewater collection systems, and related property and equipment are maintained and operated efficiently and safely.
- Collection of samples, testing and records are maintained according to required procedures.
- 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 treatment plant, including chemical treatment and tests.
- Under direction assures that the water is produced at or above levels and to standards of the State of Montana.

- 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.