

LOCKWOOD WATER & SEWER DISTRICT

Job Description

CLASS TITLE: Utility System Operator 2

ACCOUNTABLE TO: Manager and/or Assistant Manager

PRIMARY OBJECTIVE OF POSITION: Under general supervision performs skilled work in the care and maintenance and operation 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 conducted either individually or with another 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.
- Repair and maintain chemical feed equipment, which includes, but is not limited to, control adjustments and replacement of expendable parts required in preventative maintenance.
- Conduct repairs of distribution mains 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 minimal 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.
- Operates, inspects, and repairs motors, pumps chemical feeders, and related equipment.
- Calculates dosage and adds chemicals to treatment system in accordance with standards set by the state.

CLASS TITLE: Utility System Operator2 (continued)

- Orders and inventories plant supplies, replacement parts, distribution system parts and any other needed materials or supplies.
- Calibrate plant equipment.
- Reads, repairs and tests meters; repairs fire hydrants and valves, taps water mains.
- Conducts main line and service line inspections.
- 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.
- Be on 24 hour call for emergencies
- 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.
- 2 years work experience or education in water distribution, water treatment plant or wastewater collection systems.
- Possession of appropriate valid Montana drivers license.
- Possess a Montana Class 1B Water Treatment Plant Certification and a Montana Class 2A Water Distribution System Certification.
- Possess or have the ability to obtain a Wastewater Collection Certification

EXAMPLES OF PERFORMANCE CRITERIA AND EXPECTATIONS:

- Water Plant, water distribution and wastewater collection systems, including lift stations 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.

CLASS TITLE: Utility System Operator2 (continued)

- 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.
- 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.

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.