

**POSITION DESCRIPTION**

Position Title: Municipal Water Operator, Distribution Level 1

Position Classification: Regular

Work Status/Schedule: Part-time (500 hrs/yr); Schedule Variable; On-Call

FLSA Status: Non-Exempt

Wage: DOE

*Purpose:*

The Water Operator is responsible for the Mosier municipal water system to ensure that residents have safe and reliable water in accordance with federal, state and municipal legislation, policies and standards.

*Scope:*

The Mosier Water Operator operates and maintains the City’s water system facilities in accordance with the City’s Water System Plan and works under the general supervision of the City Manager and with lead direction from the Finance Director. The City Engineer works closely with the City Manager and Operator to ensure all necessary operation, maintenance, installation and repair activities are being conducted and/or monitored. The Water Operator is responsible for day-to-day operation and maintenance of the water system year round.

*Responsibilities:*

* Performs on-going operation and maintenance of the Water Meter System. This work includes monthly meter readings and analysis of meter system and data and requires collaboration with and guidance from the Finance Director.
* Collects and analyzes water samples, adjusts chemicals and/or systems as necessary to ensure standards are met.
* Inspects equipment and performs emergency maintenance and minor repairs on the water system facilities as needed.
* Works closely with the Finance Director to address utility system requirements/ issues and to monitor bulk water sales.
* Responds to customer complaints (water leaks, pressure loss, no water, etc.)
* Performs and inspects new service installations.
* Performs utility locates.
* Installation of minor improvements to facilities as necessary to optimize operations.
* Provides recommendations regarding capital and equipment purchases and requisitions all supplies and materials needed.
* Performs routine grounds and building maintains for all water system facilities.
* Implements the Operation and Maintenance Program.
* Performs preventative maintenance as outlined in the O&M Program and per Water System needs.
* Maintains operational records.
* Prepares and submits all water system reports and statistics necessary to meet State and Federal requirements.
* Performs other related duties as assigned.

*Knowledge, Skills, Abilities:*

* Familiarity with water quality regulations.
* Knowledge of water sampling and testing techniques.
* Knowledge of new water service installation process.
* Ability to perform fire hydrant maintenance and testing.
* Ability to inspect public facility construction.
* Knowledge of general building maintenance processes and techniques.
* Basic knowledge of mechanical, plumbing, heating and electrical and control systems.
* Knowledge of water plant operation and maintenance including pumps, valves, chemical treatment systems, etc.
* Knowledge of water distribution operation and maintenance including water mains, hydrants, valves, meters, etc.
* Knowledge of typical municipal water system policies and procedures.
* Solid mechanical skills.
* Excellent customer Service skills and the ability to promote positive public relations.
* Ability to operate personal computer and related software applications.
* Ability to effectively communicate and interact cooperatively, both verbally and in writing, with coworkers, supervisors, contractors, and the general public.
* Ability to use tools required to complete maintenance and repair projects.

## WORKING CONDITIONS

### Physical Demands

*The physical demands listed below represent those that must be met by an incumbent to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions.*

The Water Operator position is a physically strenuous and demanding job. Duties involve moving and operating materials and equipment. Heavy Physical Work: Must be able to move objects by exerting up to (50) pounds of force occasionally and/or up to (20) pounds of force frequently, and/or up to (10) pounds of force constantly.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee is also regularly required to stand, talk and hear. The employee is frequently required to walk. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch or crawl, and smell.

Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

### Environmental and Working Conditions

### *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, risk of electrical shock, and vibration. The employee is frequently exposed to toxic or caustic chemicals.

### Duties will occasionally involve working in adverse or inclement weather conditions; exposure to high noise levels; dealing with distraught or difficult individuals; attending meetings or activities outside normal working hours; occasional response to emergency conditions during off-hours; occasional operation of a motor vehicle on public roads

### Working Hours/Compensation

### The Water Operator position is approximately ¼ time or about 500 hours per year. The Operator will also be on call 24/7 year round except during vacations and illness. Estimated compensation for standard ¼ time duties is from $20/hour to $25/hour depending on experience. Compensation for on call time is negotiable.

### Location

### The Operator must live within an average drive time of 30 minutes from the City as necessary to effectively respond to emergencies.

**Desired Minimum Qualifications**

**Education and Experience**:

1. Graduation from high school, as evidenced by a diploma or GED equivalent, supplemented by two (2) years post-secondary college or technical training in a closely related field; AND

2. Five years of experience in operating and maintaining a water system, or experience relating to the construction, repair and maintenance of water supply and distribution systems including the operation of related maintenance equipment, OR

3. Any equivalent combination of education and experience that would likely provide the knowledge, skills, and abilities to successfully perform the essential functions of the positions.

4. The Operator must have a Certification by the Oregon Health Department as a Water Distribution System Level I or be able to obtain certification within 6 months of being hired. Attendance at operator certification seminars is required for continuing education to maintain operator certification.

5. Valid Oregon Drivers License is required.