Job Description

Title: Water Operator	Dept: Public Works	Class: Non-Exempt

SUPERVISION

The Water Operator reports to the Chief Water Operator.

ESSENTIAL FUNCTIONS

- The functions listed describe the primary purpose of this job. Specific duties or tasks may vary and be documented separately. The employee might not be required to perform all functions listed. Additional duties may be assigned, and functions may be modified, according to necessity.
- All assigned duties or tasks are deemed to be part of the essential functions, unless such duties or tasks are unrelated to the functions listed, in which case they are deemed to be other (non-essential) functions.
- Employees are held accountable for successful job performance. Job performance standards may be documented separately, and may include functions, objectives, duties or tasks not specifically listed herein.
- In performing functions, duties or tasks, employees are required to know and follow safe work practices, and to be aware of City policies and procedures related to job safety, including safety rules and regulations. Employees are required to notify superiors upon becoming aware of unsafe working conditions.
- All functions, duties or tasks are to be carried out in an honest, ethical and professional manner, and to be performed in conformance with applicable City policies and procedures. In the event of uncertainty or lack of knowledge of City policies and procedures, employees are required to request clarification or explanations from superiors or authorized City representatives.

Water Operators perform skilled work in the installation, operation, repair and maintenance of the City's water distribution system, wells, iron plants, and water towers.

1. Installs, repairs, and maintains service lines, curb, corporation and main line valves and water mains.
2. Installs, repairs, and maintains fire hydrants, including performance of hydrant flushing and flow testing.
3. Operates excavation equipment, loaders, dump trucks, pumps, utility trucks, jet truck, valve exerciser, line stop machine, and a variety of other hand and power tools.
4. Performs leak detection using various techniques including specialized electronic listening devices.
5. Installs, inspects, pressure tests, and disinfects new water mains.
6. Inspects the installation of work completed by private contractors.
7. Follows required work safety procedures, including traffic control, excavation safety, confined space entry, and other guidelines.
8. Operates and washes filters
9. Checks pumping and treatment equipment operations and performs necessary lubrication, minor repairs and preventive maintenance throughout the system.
10. Regulates the proper supply and dosage rates of necessary chemicals and makes changes in chemical feeds to meet set standards.

11. Installs, operates, calibrates, maintains, and repairs chemical feed pump equipment and systems.
12. Performs and documents various tests required by State and Federal agencies for the operation of the water treatment plants and water distribution systems.
13. Collects and records readings of wells and plant operations to input into daily operating data.
14. Performs field locates of underground water and sanitary/storm sewer systems using maps, plans, records and specialized electronic detection.
15. Installs, maintains, tests, troubleshoots, repairs and replaces water meters and components of meter-reading system.
16. Collects water meter readings using computerized meter-reading system and ensures readings are accurately transmitted to utility billing personnel.
17. Performs various tasks to ensure the completeness and accuracy of meter readings.
18. Performs various service tasks, including activities such as: turning customer systems on/off, investigating customer complaints, collecting initial and final meter readings, and delivering notices.
19. Maintains the inventory of metering system parts and supplies.
20. Documents work activities in a variety of hard copy and electronic record systems.
21. Performs basic building and grounds maintenance including mowing, trimming, painting, washing, snow removal, and any other associated tasks.
22. Serves on standby as assigned and responds to after-hours emergency calls and weekend duties as required.
23. Interacts and coordinates in a professional manner with the public, contractors, officials and other outside organizations.
24. Works closely with the wastewater division and city hall staff in a cooperative team effort to coordinate activities and achieve goals set by the Public Works Director.
25. Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

Water Operators shall perform such other duties as may be required by the Chief Water Operator and Public Works Director consistent with state statutes and ordinances of the City.

MINIMUM QUALIFICATIONS AT ENTRY

Additional qualifications may be specified and receive preference, depending upon the nature of the position.

Education/Experience:

1. High School diploma or GED Equivalent
2. Illinois EPA Class “C” or “D” Water Operator Certificate
3. 1 year of previous work in Water Treatment/Distribution operations
4. 1 year of water meter reading, maintenance, and repair experience
5. Experience in grounds maintenance and light construction work

6. Possession of a CDL license with appropriate required endorsements

Other combinations of experience and education sufficient to perform the essential functions of the job may be substituted, as determined by the City.

Competencies (as demonstrated through experience, training, and/or testing):

- Knowledge of the equipment and materials used in the construction, maintenance, and repair of water mains.
- Knowledge of the methods, materials, tools and equipment involved in the installation, operation, maintenance, and testing of water meters and computerized meter reading systems.
- Knowledge of water utility customer practices related to water supply and individual properties, metering, billing and other similar matters encountered in the field.
- Fundamental knowledge of the water distribution and water treatment process.
- General knowledge of all water plant equipment and machinery.
- Working knowledge of safety procedures including: hazardous chemical handling, traffic control, excavation safety and confined space entry.

WORKING CONDITIONS (Physical/Mental Demands)

With or without reasonable accommodation, requires the physical and mental capacity to perform effectively all essential functions. In addition to other demands, the demands of the job include:

- Work frequently requires strenuous physical tasks, including bending, stooping and lifting and carrying items weighing 20-50 pounds.
- Remain in a standing position for extended periods of time.
- Prolonged operation of moving equipment both riding/walking over rough terrain.
- Coordinate the movement of more than one limb simultaneously (example; operating the clutch and accelerator on a 6-yard dump truck).
- Lift arms above shoulder level.
- Operate power driven machinery such as jack hammer, tamper, or other equally sized equipment.
- Work outside in a variety of environmental extremes such as heat, cold, rain, and dust.
- This classification requires the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. In addition, individuals are required to obtain a CDL with Illinois Department of Transportation physical exam. Pre-employment drug testing is required, and employees will be subject to unannounced alcohol and drug testing as a condition of continued employment.
- Maintaining composure in dealing with authorities, clients, citizens, occasionally under conditions of urgency and in pressure situations.
- Must undergo and meet City standards for background and reference checks, controlled substance testing, and physical exams.

- Required ability to handle multiple tasks concurrently.
- Computer usage including data entry and training for prolonged periods.
- Handling and being exposed to sensitive and confidential information.
- Regular talking and hearing.
- Frequent sitting.
- Close vision, distance vision, and ability to adjust focus.

Classification History

Updated 04/07/2020

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