



## JOB DESCRIPTION

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<b>JOB TITLE:</b>	Water System Operator I-II-III
<b>DEPARTMENT:</b>	Public Works – Water Division
<b>GRADE:</b>	12, 13 or 14
<b>FLSA:</b>	Non-exempt
<b>EEO DESIGNATION:</b>	Skilled Craftworker
<b>REVISION DATE:</b>	09/20/18

### **POSITION SUMMARY**

We are looking for a Water Systems Operator I, II or III. Pay and title depend on certification and years of experience. The specifics for each position are listed below.

### **ESSENTIAL FUNCTIONS**

#### **Water I:**

- Reads water meters throughout the City using the automated meter reading system.
- Performs installation, cleaning, operation, maintenance and repair of City's Water systems and supply, transmission and distribution systems; monitors pressures and telemetering equipment.
- Responds to customer complaints and turns customer water on and off.
- Inspects, installs and repairs water meters of various sizes.
- Coordinates meter problems with supervisor and Utility Billing.
- Completes work orders and various other records pertaining to work activities and assists in security checks.
- Operates small equipment roller, saws, compactor, generators, etc.
- Monitor water lines looking for excavations, leaks, breaks, or other situations which pose a threat to the water lines, mains and services.
- Observe and actively participate in work zone safety procedures and follow safety principles when operating vehicles and equipment.
- Operate, clean and maintain tools, vehicles and equipment to assure proper working order.
- Ability to furnish and obtain information from other departments. Must be able to follow verbal and written instructions. Must be able to communicate with tact and skill when dealing with the public.



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- Participates in work zone safety procedures; flags on-coming vehicles to protect the public and workers; sets up warning signs and signalization equipment.
- Participates in the on call rotation, 24 hour emergency response and snow removal.
- Promotes a high level of customer service and good public relations.
- All other duties and responsibilities as required.

### **Water II:**

- Reads water meters throughout the City using the automated meter reading system.
- Responds to customer complaints.
- Inspects, installs and repairs water meters of various sizes.
- Turns customer water service on and off.
- Coordinates meter problems with supervisor and Utility Billing.
- Completes work orders and various other records pertaining to work activities.
- Assists in security checks.
- Installation, cleaning, maintenance and repair of all components of the City Water System.
- Monitors water system looking for leaks or breaks in City mains and services.
- Observe and actively participate in work zone safety procedures and follow safety principles when operating vehicles and equipment.
- Operate, clean, and maintain tools, vehicles and equipment to assure proper working order.
- Ability to furnish and obtain information from other departments. Must be able to follow verbal and written instructions and communications from supervisor. Must be able to communicate with tact and skill when dealing with the public.
- Maintain and repair fire hydrants.
- May assist in maintenance and adjustments to Pressure Reducing Valves (PRV).
- May assist in maintenance & repair of Booster Pump Stations.
- May be involved in miscellaneous sampling and testing of city water systems.
- Required to participate in Snow Removal.
- Required to be scheduled in on-call rotation.
- Available for 24 hour emergency response.
- Performs Blue Stake markings of City owned utilities.
- Performs other duties as needed or assigned
- Operates heavy equipment; including backhoe, loader, excavator, etc.



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- Installation and repair of water service connections, water lines and mains. Participates in work zone safety procedures, flags on-coming vehicles to protect the public and workers, and sets up warning signs and signalization equipment.

### **Water III:**

- Reads water meters throughout the City using the automated meter reading system.
- Responds to customer complaints.
- Inspects, Installs and Repairs water meters of various sizes.
- Turns customer water service on and off.
- Coordinates meter problems with supervisor and Utility Billing.
- Completes work orders and various other records pertaining to work activities.
- Assists in security checks.
- Perform installation, cleaning, maintenance and repair on all components of City Water Systems
- Monitor water lines looking for excavations, leaks, breaks, or other situations which pose a threat to the water lines, mains, and services.
- Observe and actively participate in work zone safety procedures and follow safety principles when operating vehicles and equipment.
- Operate, clean, and maintain tools, vehicles and equipment to assure proper working order.
- Ability to furnish and obtain information from other departments: contact with other departments. Must be able to follow verbal and written instructions and communications from supervisor. Must be able to communicate with tact and skill when dealing with the public.
- Maintain and Repair Fire Hydrants.
- Make necessary adjustments to chemical injection pumps.
- Maintain and adjust Pressure Reducing Valves (PRV)
- Involved in training, motivating and directing 2-5 employees, assigns & monitors work progress.
- Acts as crew leader in the absence of the Water Manager.
- Perform maintenance & repair of Booster Pump and Booster Pump Stations.
- May be involved in miscellaneous sampling and testing of city water systems.
- May be needed to participate in Snow Removal.
- Must be available for 24 hour emergency response.
- Will be scheduled with water on call rotation.



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- Performs Blue Stake markings of City Owned Utilities.
- Performs other duties as needed or assigned

### **MINIMUM QUALIFICATIONS**

#### **Water I:**

- Must have high school diploma or G.E.D. plus one year of work experience in a related field, such as construction, plumbing, etc.
- Must possess a valid Utah Driver's License.
- Must possess a CDL driver license or be able to obtain one within 90 days of hire.
- Must acquire a Class I Water Distribution Certification within six months of hire, or the next available test cycle.
- Must obtain flagger certification within 6 months or next available class.
- Must be able to pass criminal background check and pre-employment drug test.

#### **Water II:**

- Must have a high school diploma or G.E.D.
- Must obtain a class A CDL within 6 months of hire.
- Must possess a Class II water distribution certification, and have at least two years of progressively responsible experience performing above or related duties.
- Must obtain a Class III water distribution certification within 1 year of hire.
- Must possess or obtain OSHA Competent Person and flagger certifications within 1 year of hire.
- Must be able to pass criminal background check and pre-employment drug test.

#### **Water III:**

- Must possess a high school diploma or GED and valid Utah Driver License.
- Must possess a Class III or IV water distribution certification; and have four years of progressively responsible experience performing the above or related duties.
- Must possess an OSHA 10 Hour card.



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- Must have Trench Safety, Flagger, Confined Space and LTAP Backhoe certification.
- Must possess a Class A CDL.
- Must possess a Level I Backflow certification.
- Must be able to work from infrastructure drawings and other technical drawings.
- Must be able to pass criminal background check and pre-employment drug test.
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### **KNOWLEDGE, SKILLS AND ABILITIES**

#### **Water I:**

- Working knowledge of the policies, procedures, equipment and materials required for effective water system related operations, maintenance and repairs.
- Ability to perform strenuous manual labor.
- Ability to communicate effectively both verbally and in writing.
- General knowledge of safety practices and procedures.
- Work experience in some aspects of water system related operations, maintenance, construction and repairs.
- Ability to understand and follow instructions.
- Ability to perform strenuous physical work for extended periods of time.
- Ability to follow established operation, maintenance programs and work assignments in a timely manner.
- Ability to maintain effective working relationships with other employees and interact with the general public in a polite and professional manner.

#### **Water II:**

- Knowledge of the policies, procedures, equipment, and materials required for effective water system related operations, maintenance, and repairs. Ability to communicate effectively both verbally and in writing. Knowledge of State of Utah driver's license rules and regulations. General knowledge of safety practices and procedures. Work experience in a number of aspects of water system related maintenance and repairs.
- Ability to understand and follow oral instructions. Ability to work from blue prints and perform strenuous manual labor. Ability to follow established



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maintenance programs and work assignments. Maintain effective working relationships with other employees and interact with the general public in a polite and professional manner.

### **Water III:**

- Knowledge of the policies, procedures, equipment, and materials required for effective water system related operations, maintenance, and repairs.
- Ability to communicate effectively both verbally and in writing.
- Knowledge of State of Utah driver's license rules and regulations.
- General knowledge of safety practices and procedures.
- Work experience in a number of aspects of water system related maintenance and repairs.
- Ability to understand and follow oral instructions.
- Physical ability to perform work required.
- Ability to assist in the establishment of maintenance programs and work assignments.
- Maintain effective working relationships with other employees and interact with the general public in a polite and professional manner.

### **WORKING CONDITIONS AND PHYSICAL DEMANDS**

- Must be able to lift at least 100 pounds and climb onto tall or large equipment. While performing the duties of this job, the employee is required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk, hear, and or smell. May be required to work in a confined space.
- Performance of duties may require working in varied weather conditions such as extreme cold or hot conditions. The employee is occasionally exposed to wet or humid conditions, moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, outside weather conditions, and high levels of noise. In the performance of the duties of this job, there will also be the requirement to work in dusty and greasy conditions.

*The City of Draper is an equal opportunity employer without regard to race, color, religion, national origin, disability, genetic information, sex or age.*



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*The intent of this job description is to provide a representative summary of the major responsibilities and duties performed on the job. It is not intended to be an exhaustive list of all job-related duties and responsibilities that an employee may perform. An employee in this position will be required to perform any other job-related duties required by their supervisor. This job description is not intended to and does not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.*