



# *Bona Vista Water Improvement District*

## *Job Description*

Title:	Water Distribution Operator I	Job Code:	215
Department:	Operations	Effective Date:	11/19
FLSA Status:	Non-Exempt	Last Updated:	10/20

### GENERAL PURPOSE

As an "operator-in-training", performs entry-level, routine skilled maintenance, repair and construction work on the culinary water distribution system.

### SUPERVISION RECEIVED

Works under the immediate to close supervision of the Field Supervisor or an assigned Water Distribution Operator II or III while in training or on a project-by-project basis.

### SUPERVISION EXERCISED

None.

### ESSENTIAL FUNCTIONS

**Field Operations:** Performs routine groundwater treatment procedures; makes minor adjustments on service equipment; maintains tools and equipment in working order; maintains logs of daily activities.

Assists to operate and maintain wells and reservoirs; assists to inspect residential and commercial service issues; monitors and may adjust water distribution.

Assists to lay and fit pipelines; make water line taps; install water services, fire hydrants, valves and other water devices; takes water samples; assists to excavate trenches and install shoring; assists to test and maintain fire hydrants.

Identify service and main leaks; learns to operate pipe locators; gains a general understanding of the concept of backflow and associated devices; cleans and monitors pump stations and related equipment.

As a project team member, assists to perform emergency repairs to water lines; assists to erect proper traffic control devices; performs as a flagger; assists to layout and install traffic signs and pavement markings.

Participates as a member of a project crew to repair, maintain and install water meters and related service lines; read meters; turn services off and on as necessary; as a crew member assists to remove asphalt and performing road patching.

Turn services off and on as necessary.

Assists to perform underground pipe locating, marking and notification; utilizes GIS technology as needed.

Performs related duties as required.

### MINIMUM QUALIFICATIONS

1. Education and Experience:
  - A. Graduation from high school or equivalent;
  - AND
  - B. Six months (6 mo.) general construction or related work experience;
  - OR
  - C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

**Some knowledge of** basic principles and practices of water distribution maintenance and repair and water treatment; pumps, valves and backflow devices; hazards and precautions associated with trench work and waterline construction; basic hand and power tools required to install and maintain pipe line; traffic control and diversion; care of required tools and equipment; OSHA safety standards.

**Some Skill in** the operation of heavy mechanized equipment as required by the position, backhoe, air compressor, tap machine, grinders, welders, saws, jack hammer, chipping hammer, valve machine, jumping jack, dump truck, pumps, chain saw, etc.

**Ability to** use common tools, material, motorized vehicles and equipment used in the maintenance and repair of a water distribution system; read and understand schematic diagrams; adapt to emergency or unusual situations; tolerate weather extremes in the work place; communicate effectively verbally and in writing; perform strenuous manual labor; develop working relationships with those contacted in the course of work. Ability to lift 70 lbs.

3. Special Qualifications:

Periodically performs on-call duties by remaining available to respond within 45 minutes.

Must become a certified Water Distribution Operator IV, a certified flagger and "confined space" certified within 18 months. Must acquire a class "A" commercial driver's license (CDL) within 12 months. Must work twenty-four (24) hour stand-by or on call. Must complete required continuing education units (CEU's) to maintain required certifications.

4. Work Environment:

Employees in this position normally work in an outdoor environment, subject to changing and seasonal weather extremes. Frequently, tasks require a variety of physical activities, generally involving muscular strain, related to walking, standing, stooping, sitting, reaching and lifting; daily potential for hazardous exposure to electrical shock; daily exposure to moving parts and equipment such as pumps, motors, heavy equipment, etc.; daily or regular exposure to traffic hazards working in the public right-of-way; daily or regular exposure to hazards associated with trench work operations; daily or regular exposure to various chemicals, i.e., chlorine. Talking, hearing and seeing essential to performing required job functions. Common eye, hand, finger dexterity required. Mental application utilizes memory for details, verbal instructions and discriminating thinking.

5. Salary and Benefits:

Vacation and sick leave.  
Holiday pay for major federal and state holidays.  
Health and dental insurance available.  
Participation in Utah Retirement System.  
Salary range \$33,122 - \$49,683 DOE.