



# *City of Lander*

## **Job Description**

<b>Title:</b>	Water Systems Operator III	<b>Grade: 3</b>	<b>\$40,143-\$62,542</b>
<b>Department:</b>	Public Works	<b>Effective Date:</b>	7/2021
<b>Division:</b>	Water Systems	<b>Last Revised:</b>	3/2021

*In an effort to create organizational clarity, and to empower its employees, the City of Lander has identified ten core competencies that all employees are expected to meet in order to help fulfill the mission of the City. It is expected that employees will meet their responsibilities as detailed below, including observable commitment to the mission of the City and these values.*

### GENERAL PURPOSE

Performs a variety of full performance level skilled duties related to the construction, installation, maintenance and repair of city water systems. May be assigned as a lead worker in any of the water system key areas of operation including water supply, water distribution, water treatment, wastewater collection, wastewater treatment, meter maintenance or meter reading.

### SUPERVISION RECEIVED

Works under general supervision of the Water Systems Foreman or Water Systems Superintendent.

### SUPERVISION EXERCISED

May provide close to general supervision to Water Systems Operator II and I while in training or on a project-by-project basis.

### ESSENTIAL FUNCTIONS

**Water Supply:** Participates in the monitoring of contractor projects; inspects work in progress to assure compliance with established construction (distribution lines, hydrants and valves) and water quality standards.

Operates various types of heavy equipment such as trucks, backhoe and trenching equipment; performs installation or repair of water service connections, water lines and meters; repairs or replaces fire hydrants and water meters; repairs water mains; cleans and maintains storage tanks; connects and disconnects service; uses leak detection equipment to locate water line leaks; assists in placement of pipe and water regulators; removes, disassembles, cleans or replaces defective parts of regulators, adjusts automatic valves as needed to assure efficient water line service.

Installs new water lines using various power equipment and tools, pipe threader, tapping machine, pipe cutting saw, etc; operates a variety of hand tools and small power equipment such as jack hammers, compressors, packing machine, tamper, tapping machine ; cleans tools and equipment to assure proper working order.

Maintains pump equipment; repairs water/booster pumps; removes and disassembles pumps; cleans and replaces defective parts, lubricates bearings and adjusts packing.

Monitor's city water well storage levels; assures proper operation of telemetering equipment; tests fuses and resisters using OHM meter; replaces fuses and resisters as needed.

Participates in work zone safety procedures; flags on coming vehicles to protect the public and workers; sets up warning signs and signalization equipment.

**Water Treatment:** Monitors chlorine levels; tests water using DPD tester to assure proper chlorine residual levels; reads water flow meter, chlorine pound per day gauge; calculates chlorine dosage and makes proper adjustments; draws water samples to test for bacteria, conducts pressure tests.

**Wastewater Collection:** Conducts daily manhole surveys to check for damaged lids and rings; operates a variety of hand and power tools and equipment as needed to install, maintain and repair manholes, grates etc.; replaces or resets manholes as needed to bring them up to road grade; may perform as a safety flagman during highway operations.

Travel's city collection system routes to monitor line condition; observes system flow, takes flow meter readings and removes debris and obstructions to prevent line back-ups and property damage.

Observes connection operations to assure compliance with established methods and procedures; may issue stop-work orders based upon compliance; monitors collection line system to prevent illegal or unauthorized connections, tampering or dumping and initiates corrective action.

Operates heavy equipment; front-end loader, backhoe, high pressure sewer cleaning vehicle and fork-lift; digs trenches, transports materials and waste; unloads bulk chlorine from trailers.

**Wastewater Treatment:** Assists in the operation of the wastewater treatment and system facilities, sludge processing and removal; checks and assures that all stages of the wastewater treatment processes are maintained in proper working condition including, screens, lift station, aerators, blower system, ponds/lagoons, etc.; periodically checks pumps, flow, and mechanical processes.

Performs a variety of journey level technical duties related to the operation, maintenance and repair of treatment plant equipment to assure efficient processing of influent raw sewage.

**Meter Reader/Technician:** Installs new meters; uses Badger Meter Reading System to record current meter readings; works with water clerk in processing the water readings, rereads, and changes; maintains meters and remote reads, inspecting or testing for proper operation, repairing and replacing them as needed; records final readings; records parts used and annual inventory; prepares and submits various work records; performs basic equipment servicing.

Performs related duties as required.

## **CORE COMPETENCIES**

- **Adaptability:** Adapts to changes in work environment, procedures, and assignments; Manages competing demands; Accepts criticism and feedback; Change's approach/method to best fit the situation/work assignment.
- **Communication:** Expresses ideas and thoughts both verbally and in written form; Exhibits good listening and comprehension; Keeps others adequately informed; Selects and uses appropriate communication methods.

- Cooperation: Establishes and maintains effective relations; Displays positive outlook and pleasant manner; Exhibits tact and consideration; Offers assistance and support to co-workers; Works cooperatively with supervisor and co-workers.
- Customer Service: Displays courtesy and sensitivity; Manages difficult / emotional customer situations; Responds promptly to customer needs; Meets commitments; Solicits customer feedback to improve service.
- Dependability: Consistently reports to work on time ready to begin work; Responds promptly to requests for service and assistance; Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments.
- Initiative: Volunteers readily; Seeks increased responsibility; Identifies opportunities to improve systems & procedures; Asks for help when needed.
- Job Knowledge: Competent and knowledgeable in key result areas; Exhibits ability to learn and apply new skills; Requires minimal supervision; Displays understanding of how job relates to others.
- Judgment: Displays a willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision making process; Makes timely decisions.
- Planning & Organization: Prioritizes and plans work activities; Uses time efficiently; Plans and uses available resources; Works in an organized manner.
- Quality: Demonstrates accuracy and thoroughness; Displays commitment to excellence; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

#### MINIMUM QUALIFICATIONS

##### 1. Education and Experience:

- A. Graduation from high school; plus, one (1) year of specialized training directly related to above duties provided through in-service or water industry special courses; AND
- B. Three (3) years' experience in construction, maintenance or repair of water distribution systems; OR
- C. An equivalent combination of education and experience.

##### 2. Knowledge, Skills, and Abilities:

**Working knowledge of** operating basic manual and power tools; the standard practices, methods, materials and tools necessary for pipe line construction and repair activities; pipe fitting procedures, pipe classifications and type; the occupational hazards and safety precautions of trench work construction and pipeline maintenance work; hazards common to heavy equipment operation; drain system construction methods etc.; water supply and distribution systems; construction requirements for water distribution and pumping systems; hazards associated with water treatment chemicals; state or federal regulations governing installation and maintenance of water systems; water quality laws; interpersonal communication skills.

**Skill** in the use of specialized equipment including, loader, backhoe, snowplow, pipe locator, flow reading meter, compaction meter and chlorine tester.

**Ability** to operate heavy equipment of various kinds under varying conditions; perform heavy physical labor; develop and maintain effective working relationships with co-workers and the general public; communicate effectively, both verbally and in writing; work from blueprints; tolerate weather extremes in the work environment; ability to perform basic mathematical computations in reading and using various meters, gauges and related devices.

3. Special Qualifications:

Must possess a State Water System Distribution and/or Wastewater Collection System and/or Wastewater Treatment Operator certification, Grade III. Must possess a commercial driver's license (CDL). May be required to work on-call duty and 24-hour standby.

4. Work Environment:

Tasks require variety of physical activities, generally involving muscular strain, related to walking, standing, stooping, sitting, reaching. Talking, hearing and seeing essential to performing required job functions. Common eye, hand, finger dexterity exists. Mental application utilizes memory for details, verbal instructions, emotional stability and discriminating thinking. Daily local travel required in normal course of job performance. Daily exposure to varying weather conditions and seasonal extremes.

### GUIDELINES

Employees are required to follow the established guidelines of the City to include, but are not limited to, the employee handbook, safety policies and procedures, and departmental policies and procedures. These guidelines require judgment, selection, and interpretation in application. This position helps develop division guidelines.

**The City of Lander is an at-will employer. This means that either party – the employee or the employer – may end employment at any time, with or without cause, with or without notice. All the terms, conditions and benefits of employment with the City are subject to change at any time, with or without notice, at the discretion of the City.**

I have read this job description and understand my job duties and responsibilities. I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description.

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Employee's Name (Printed)

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Employee's Signature

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Date



# *City of Lander*

## **Job Description**

<b>Title:</b>	Water Systems Operator II	<b>Grade:</b>	2 \$37,023-\$57,680
<b>Department:</b>	Public Works	<b>Effective Date:</b>	7/2021
<b>Division:</b>	Water Systems	<b>Last Revised:</b>	3/2021

*In an effort to create organizational clarity, and to empower its employees, the City of Lander has identified ten core competencies that all employees are expected to meet in order to help fulfill the mission of the City. It is expected that employees will meet their responsibilities as detailed below, including observable commitment to the mission of the City and these values.*

### GENERAL PURPOSE

Performs a variety of working level skilled duties related to the construction, installation, maintenance and repair of city water systems. May be assigned as a lead worker in any of the water system key areas of operation including water supply, water distribution, water treatment, wastewater collection, wastewater treatment, meter maintenance or meter reading.

### SUPERVISION RECEIVED

Works under general supervision of the Water Systems Foreman or Water Systems Superintendent.

### SUPERVISION EXERCISED

May provide close to general supervision to Water Systems Operator I while in training or on a project-by-project basis.

### ESSENTIAL FUNCTIONS

**Water Supply:** Inspects work in progress to assure compliance with established construction (distribution lines, hydrants and valves) and water quality standards.

Operates various types of heavy equipment such as trucks, backhoe and trenching equipment; performs installation or repair of water service connections, water lines and meters; repairs or replaces fire hydrants and water meters; repairs water mains; cleans and maintains storage tanks; connects and disconnects service; uses leak detection equipment to locate water line leaks; assists in placement of pipe and water regulators; removes, disassembles, cleans or replaces defective parts of regulators, adjusts automatic valves as needed to assure efficient water line service.

Installs new water lines using various power equipment and tools, pipe threader, tapping machine, pipe cutting saw, etc; operates a variety of hand tools and small power equipment such as jack hammers, compressors, packing machine, tamper, tapping machine ; cleans tools and equipment to assure proper working order.

Maintains pump equipment; repairs water/booster pumps; removes and disassembles pumps; cleans and replaces defective parts, lubricates bearings and adjusts packing.

Monitor's city water well storage levels; assures proper operation of telemetering equipment; tests fuses and resisters using OHM meter; replaces fuses and resisters as needed.

Participates in work zone safety procedures; flags on coming vehicles to protect the public and workers; sets up warning signs and signalization equipment.

**Water Treatment:** Monitors chlorine levels; tests water using DPD tester to assure proper chlorine residual levels; reads water flow meter, chlorine pound per day gauge; calculates chlorine dosage and makes proper adjustments; draws water samples to test for bacteria, conducts pressure tests.

**Wastewater Collection:** Conducts daily manhole surveys to check for damaged lids and rings; operates a variety of hand and power tools and equipment as needed to install, maintain and repair manholes, grates etc.; replaces or resets manholes as needed to bring them up to road grade; may perform as a safety flagman during highway operations.

Travel's city collection system routes to monitor line condition; observes system flow, takes flow meter readings and removes debris and obstructions to prevent line back-ups and property damage.

Observes connection operations to assure compliance with established methods and procedures; may issue stop-work orders based upon compliance; monitors collection line system to prevent illegal or unauthorized connections, tampering or dumping and initiates corrective action.

Operates heavy equipment; front-end loader, backhoe, high pressure sewer cleaning vehicle and fork-lift; digs trenches, transports materials and waste; unloads bulk chlorine from trailers.

**Wastewater Treatment:** Assists in the operation of the wastewater treatment and system facilities, sludge processing and removal; checks and assures that all stages of the wastewater treatment processes are maintained in proper working condition including, screens, lift station, aerators, blower system, ponds/lagoons, etc.; periodically checks pumps, flow, and mechanical processes.

Performs a variety of journey level technical duties related to the operation, maintenance and repair of treatment plant equipment to assure efficient processing of influent raw sewage.

**Meter Reader/Technician:** Installs new meters; uses Badger Meter Reading System to record current meter readings; works with water clerk in processing the water readings, rereads, and changes; maintains meters and remote reads, inspecting or testing for proper operation, repairing and replacing them as needed; records final readings; records parts used and annual inventory; prepares and submits various work records; performs basic equipment servicing.

Performs related duties as required.

## **CORE COMPETENCIES**

- Adaptability: Adapts to changes in work environment, procedures, and assignments; Manages competing demands; Accepts criticism and feedback; Change's approach/method to best fit the situation/work assignment.

- Communication: Expresses ideas and thoughts both verbally and in written form; Exhibits good listening and comprehension; Keeps others adequately informed; Selects and uses appropriate communication methods.
- Cooperation: Establishes and maintains effective relations; Displays positive outlook and pleasant manner; Exhibits tact and consideration; Offers assistance and support to co-workers; Works cooperatively with supervisor and co-workers.
- Customer Service: Displays courtesy and sensitivity; Manages difficult / emotional customer situations; Responds promptly to customer needs; Meets commitments; Solicits customer feedback to improve service.
- Dependability: Consistently reports to work on time ready to begin work; Responds promptly to requests for service and assistance; Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments.
- Initiative: Volunteers readily; Seeks increased responsibility; Identifies opportunities to improve systems & procedures; Asks for help when needed.
- Job Knowledge: Competent and knowledgeable in key result areas; Exhibits ability to learn and apply new skills; Requires minimal supervision; Displays understanding of how job relates to others.
- Judgment: Displays a willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision making process; Makes timely decisions.
- Planning & Organization: Prioritizes and plans work activities; Uses time efficiently; Plans and uses available resources; Works in an organized manner.
- Quality: Demonstrates accuracy and thoroughness; Displays commitment to excellence; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

#### MINIMUM QUALIFICATIONS

##### 1. Education and Experience:

- A. Graduation from high school; plus, one (1) year of specialized training directly related to above duties provided through in-service or water industry special courses; AND
- B. Two (2) years' experience in construction, maintenance or repair of water distribution systems; OR
- C. An equivalent combination of education and experience.

##### 2. Knowledge, Skills, and Abilities:

**Working knowledge of** operating basic manual and power tools; the standard practices, methods, materials and tools necessary for pipe line construction and repair activities; pipe fitting procedures, pipe classifications and type; the occupational hazards and safety precautions of trench work construction and pipeline maintenance work; hazards common to heavy equipment operation; drain system construction methods etc.; water supply and distribution systems; construction requirements for water distribution and pumping systems; hazards associated with

water treatment chemicals; state or federal regulations governing installation and maintenance of water systems; water quality laws; interpersonal communication skills.

**Skill** in the use of specialized equipment including, loader, backhoe, snowplow, pipe locator, flow reading meter, compaction meter and chlorine tester.

**Ability to** operate heavy equipment of various kinds under varying conditions; perform heavy physical labor; develop and maintain effective working relationships with co-workers, elected officials, local agencies and the general public; communicate effectively, both verbally and in writing; work from blueprints; tolerate weather extremes in the work environment; ability to perform basic mathematical computations in reading and using various meters, gauges and related devices.

3. Special Qualifications:

Must possess a State Water System Distribution and/or Wastewater Collection System and/or Wastewater Treatment Operator certification, Grade II. Must possess a commercial driver's license (CDL). May be required to work on-call duty and 24-hour standby.

4. Work Environment:

Tasks require variety of physical activities, generally involving muscular strain, related to walking, standing, stooping, sitting, reaching. Talking, hearing and seeing essential to performing required job functions. Common eye, hand, finger dexterity exists. Mental application utilizes memory for details, verbal instructions, emotional stability and discriminating thinking. Daily local travel required in normal course of job performance. Daily exposure to varying weather conditions and seasonal extremes.

GUIDELINES

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Employee's Name (Printed)

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Employee's Signature

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Date





# *City of Lander*

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### GENERAL PURPOSE

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### SUPERVISION RECEIVED

Works under general supervision of the Water Systems Foreman or Water Systems Superintendent.

### SUPERVISION EXERCISED

None

### ESSENTIAL FUNCTIONS

**Water Supply:** Operates various types of heavy equipment such as trucks, backhoe and trenching equipment; performs installation or repair of water service connections, water lines and meters; repairs or replaces fire hydrants and water meters; repairs water mains; cleans and maintains storage tanks; connects and disconnects service; uses leak detection equipment to locate water line leaks; assists in placement of pipe and water regulators; removes, disassembles, cleans or replaces defective parts of regulators, adjusts automatic valves as needed to assure efficient water line service.

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Monitor's collection line system to prevent illegal or unauthorized connections, tampering or dumping and initiates corrective action.

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- Quality: Demonstrates accuracy and thoroughness; Displays commitment to excellence; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

#### MINIMUM QUALIFICATIONS

##### 1. Education and Experience:

- A. Graduation from high school; AND
- B. One (1) year experience in construction, maintenance or repair of water distribution systems; OR
- C. An equivalent combination of education and experience.

##### 2. Knowledge, Skills, and Abilities:

**Some knowledge of** operating basic manual and power tools; the standard practices, methods, materials and tools necessary for pipe line construction and repair activities; pipe fitting procedures, pipe classifications and type; the occupational hazards and safety precautions of trench work construction and pipeline maintenance work; hazards common to heavy equipment operation; drain system construction methods etc.; water supply and distribution systems; construction requirements for water distribution and pumping systems; hazards associated with water treatment chemicals; state or federal regulations governing installation and maintenance of water systems; water quality laws; interpersonal communication skills.

**Some skill** in the use of specialized equipment including, loader, backhoe, snowplow, pipe locator, flow reading meter, compaction meter and chlorine tester.

**Ability to** operate heavy equipment of various kinds under varying conditions; perform heavy physical labor; develop and maintain effective working relationships with co-workers, elected officials, local agencies and the general public; communicate effectively, both verbally and in writing; work from blueprints; tolerate weather extremes in the work environment; ability to perform basic mathematical computations in reading and using various meters, gauges and related devices.

3. Special Qualifications:

Must possess a State Water System Distribution and/or Wastewater Collection System and/or Wastewater Treatment Operator certification, Grade I. Must possess a commercial driver's license (CDL). May be required to work on-call duty and 24-hour standby.

4. Work Environment:

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Employee's Name (Printed)

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Employee's Signature

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Date