

POSITION DESCRIPTION

Class Title: Operator/Trainee
Department: Water Distribution
Date: 11/12/19

Grade Number: 56 Step 2

GENERAL PURPOSE

Performs a variety of unskilled and semi-skilled maintenance work, and operates a variety of equipment in the construction, operation, repair, maintenance, and replacement of water distribution and wastewater collection systems. Receives and responds to training in all aspects of the construction, maintenance, repair and replacement of water distribution and wastewater collection systems, in order to provide labor and equipment operations at continually progressive levels of skill as outlined below.

SUPERVISION RECEIVED:

Works under the direct supervision of the Water Distribution Supervisor and the general supervision of the Water & Wastewater Superintendent, and also works to assist other employees with higher degree of knowledge, skill and experience.

When the work of a trainee may affect the quality of the water or wastewater he must be under the **direct** "on the spot" supervision of a certified operator.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Maintains a variety of records relating to maintenance activity and water supply, etc.

Determines the locations of water lines based on the appropriate sources prior to excavation.

Responds to complaints regarding water leaks, pressure loss or no water; evaluates situation; explains findings to supervisor.

Contacts business owners in area where services will be discontinued and explains when services will be interrupted and restored.

Insures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.

Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to supervisor; cleans equipment.

Performs all duties in conformance with appropriate safety and security standards.

Performs required labor involved in construction and maintenance projects as part of a crew, including pavement cutting, ditch digging, line cleaning, main and pipe repair, laying and backfilling.

Make water service connections to water mains, including line tapping and valve installing.

Cuts, fits, lays, repairs, taps, cleans and flushes water mains, pipe, gates and fittings on repair of mains and services and installation of services and fire hydrants; assists in shutting off broken sections of water mains; bleeds fire hydrants.

Operates a variety of power construction and maintenance equipment used in the Water Distribution department.

PERIPHERAL DUTIES

Drives trucks of various sizes and weights in the loading, hauling and unloading of various equipment and materials.

Operates light and medium-sized construction and power equipment, such as backhoe/loader.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from high school or GED equivalent, and
- (B) One (1) year of experience relating to construction, maintenance, or repair, or
- (C) Any equivalent combination of education and experience, with one year of college equalling two years of experience.

Necessary knowledge, Skills and Abilities:

- (A) Some knowledge of equipment, facilities, materials, methods and procedures used in maintenance, construction and repair activities;
- (B) Skill in operation of some of the listed tools and equipment.
- (C) Ability to perform heavy manual tasks for extended periods of time; Ability to work safely; Ability to communicate effectively verbally and in writing; Ability to establish and maintain effective working relationships with employees, other departments and the public; Ability to understand and carry out written and oral instructions.

SPECIAL REQUIREMENTS

Valid Oklahoma State Driver's license and CDL certification, or ability to obtain one within one year of employment date, with a driving record acceptable to the City's insurance carrier. Additional time may be given to obtain the CDL certification at the discretion of the Supervisor, however CDL certification must be obtained in order to satisfactorily complete the initial probationary period. Ability to become an Oklahoma State Class D operator in Water & Wastewater within one year of employment date. Must live within a 30 minute response time. Must have a working telephone for callback. Must be available for 24 hour callback.

TOOLS AND EQUIPMENT USED

Motorized vehicles and equipment, including dump truck, pickup truck, utility truck, lift truck, tamper, plate compactor, saws, pumps, compressors, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, ditch witch, backhoe, jackhammer.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with ADA disabilities to perform the essential functions.

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 frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The essential functions and/or tools used for this position can possibly be classified as a “safety-sensitive job” under the Unity Bill, which could affect the safety and health of the employee or others.

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

The noise level in the work environment is usually loud.

ADVANCEMENT

When an employee of this classification obtains a renewable Oklahoma State Class D operator's license in Water & Wastewater, and if performance evaluations are satisfactory, that person may be advanced to the position of Water Distribution Operator III, Grade 54, upon approval of the City Manager.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____ Approval: _____
Supervisor Personnel Director

I have been given a copy of this job description and understand it. I agree that I am capable of performing the job as described.

Employee Signature and Date: _____