

CENTERVILLE CITY JOB DESCRIPTION

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|-------------|--------------------------------|-----------------|--------|
| Title: | Water Maintenance Operator III | Code: | 625 |
| Division: | Water | Effective Date: | 1/1/94 |
| Department: | Public Works | Last Revised: | |

GENERAL PURPOSE

Performs lead and supervisory work in organizing, coordinating and supervising daily maintenance of the city water system.

SUPERVISION RECEIVED

Works under the general guidance and direction of the Water Supervisor.

SUPERVISION EXERCISED

Exercises general supervision over part-time and full-time Water Maintenance Operator(s) II , I and Laborers.

ESSENTIAL FUNCTIONS

Performs as field project lead worker; may be assigned to direct a project crew or work independently in accomplishing complex assignments; directs project activities as needed to assure timely completion; assumes responsibility for quality of work.

Performs installation or repair of water service connections, performs pipe laying, water line repairs, repair or replacement of pressure regulators and fire hydrants; repairs water mains; maintains wells and booster pump stations; performs as a crew member in installing, maintaining, and repairing water lines.

Monitors technical read-out equipment to determine system operational status; checks and maintains pump stations and proper reservoir levels; checks pipelines for leaks and makes necessary reports; monitors chlorinators to assure proper discharge essential to maintaining purification standards.

Conducts backflow inspections to insure water system is not contaminated; checks proper assembly is installed at proper locations; schedules appointments with businesses, notifies of backflow problems, prepares necessary reports.

Operates a variety of equipment and tools such as backhoe, rollers, jack hammers, compressors, packing machine, tapping machine, hydraulic pushing machine and tampers; cleans tools and equipment to insure proper working condition; operates snow removal equipment as needed.

Reads residential and commercial water meters for final reading for turn off date; replace or repair plugged water meters; informs city residents of water turn off and approximate time involved.

Searches out shut off valves; water line leaks; assists in placement of pipe; thaws water pipes; repairs or replaces fire hydrants, and water regulators.

Conducts water samples using proper sampling techniques and equipment; delivers water samples.

Responds to inquiries from citizens relative to water distribution and maintenance activities; promotes city image through positive public interactions; provides information and assistance to contractors as necessary; monitors construction activities within the public right of way to assure proper laying of new lines.

Prepares reports of activities, samples and repairs; conducts parts inventory annually; reports inventory

results to supervisor.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from High School;

AND

B. Five (5) years of progressively responsible experience in a comprehensive water distribution and maintenance program, including experience in the management of materials and personnel necessary for the development and maintenance of public works systems;

OR

C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Considerable knowledge of the modern methods, principles and practices of water storage, and distribution including maintenance, repairs and installation; equipment, tools and materials used in construction and maintenance operations; modern safety practices and principles involved in operation of heavy and light equipment, working in trenches and confined spaces, and performing other public works activities.

Skill in operation of heavy and light construction and water maintenance equipment and tools, including backhoe, front-end loader, snowplow, etc.

Ability to conduct precise water samples; ability to work from blueprints; ability to follow written and verbal instructions; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees and the public.

3. Special Qualifications:

Grade III water distribution certification.

Backflow certification.

Must possess a valid Utah Commercial Drivers License (CDL).

Must be a certified water sampler.

Must be able to lift 100 pounds.

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 exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Daily local travel required in normal course of job performance. Continuous exposure to weather extremes and traffic hazards associated with construction in the public right of way. Frequently works in confined spaces.

CENTERVILLE CITY
JOB DESCRIPTION

Title: Water Maintenance Operator II
Division: Water
Department: Public Works

Code: 626
Effective Date: 1/1/94
Last Revised:

GENERAL PURPOSE

Performs a variety of **working level** duties related to the installation, maintenance, and repair of the city's water distribution systems.

SUPERVISION RECEIVED

Works under the general supervision of the Water Maintenance Operator III.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Performs installation or repair of water service connections, performs pipe laying, water line repairs, repair or replacement of pressure regulators and fire hydrants; repairs water mains; performs as a crew member in installing, maintaining, and repairing water lines.

Checks and maintains pump stations and proper reservoir levels; checks pipelines for leaks and makes necessary reports.

Conducts backflow inspections to insure water system is not contaminated; checks proper assembly is installed at proper locations; schedules appointments with businesses, notifies of backflow problems, prepares necessary reports.

Operates a variety of equipment and tools such as backhoe, rollers, jack hammers, compressors, packing machine, tapping machine and tampers; cleans tools and equipment to insure proper working condition; operates snow removal equipment as needed.

Reads residential and commercial water meters for final reading for turn off date; replace or repair plugged water meters; informs city residents of water turn off and approximate time involved.

Searches out shut off valves; water line leaks; assists in placement of pipe; thaws water pipes; repairs or replaces fire hydrants, and water regulators.

Conducts water samples using proper sampling techniques and equipment; delivers reports of water sampling results.

Responds to inquiries from citizens relative to water distribution and maintenance activities; provides information and assistance to contractors as necessary.

Prepares reports of activities, samples and repairs; conducts parts inventory annually; reports inventory results to supervisor.

Performs related duties as required.

MINIMUM QUALIFICATIONS

Water Maintenance Operator II, page 2

1. Education and Experience:

A. Graduation from high school;

AND

B. Three (3) years experience in construction, maintenance, repair of water distribution systems;

OR

C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

Considerable knowledge of operating basic manual and power tools. **Working knowledge of** the standard practices, methods, materials and tools necessary for waterline construction and repair activities; pipefitting and meter installation and repair procedures; backflow test procedures; the occupational hazards and safety precautions of trench work construction and pipeline maintenance work.

Journey level skill in the use of water line installation and maintenance tools, materials and equipment, including the operation of a backhoe.

Ability to conduct precise water samples; ability to work from blueprints; ability to follow written and verbal instructions; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees and the public.

3. Special Qualifications:

Must possess a valid Commercial Drivers License (CDL).

Must be able to lift 100 lbs.

Must be a certified level "II" water distribution operator.

Must become backflow certified.

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 exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Daily local travel required in normal course of job performance. Continuous exposure to weather extremes and traffic hazards associated with construction in the public right of way. Frequently works in confined spaces.

**CENTERVILLE CITY
JOB DESCRIPTION**

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|-------------|------------------------------|-----------------|--------|
| Title: | Water Maintenance Operator I | Code: | 627 |
| Division: | Water | Effective Date: | 1/1/94 |
| Department: | Public Works | Last Revised: | |

GENERAL PURPOSE

Performs a variety of **entry level** duties related to the installation, maintenance, and repair of the city's water distribution systems.

SUPERVISION RECEIVED

Works under the close supervision of the Water Maintenance Operator III.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Assists in installation or repair of water service connections, assists in pipe laying, water line repairs, repair or replacement of pressure regulators and fire hydrants; repairs water mains; performs as a crew member in installing, maintaining, and repairing water lines.

Checks and maintains pump stations and proper reservoir levels; checks pipelines for leaks and makes necessary reports.

May operate in a training capacity a variety of equipment and tools such as backhoe, rollers, jack hammers, compressors, packing machine, tapping machine and tampers; cleans tools and equipment to insure proper working condition.

Reads residential and commercial water meters for final reading for turn off date; replace or repair plugged water meters.

Searches out shut off valves; water line leaks; assists in placement of pipe; thaws water pipes; repairs or replaces fire hydrants, and water regulators.

Conducts parts inventory annually; reports inventory results to supervisor; informs city residents of water turn off and approximates time involved.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from high school;

AND

B. One (1) year experience in construction and maintenance;

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; the occupational hazards and safety precautions of trench work construction and pipeline maintenance work.

Ability to develop skill in the use of water line installation and maintenance tools, materials and equipment; become a certified level II water distribution operator; work in extreme weather conditions; perform strenuous labor; establish and maintain effective working relationships with employees and the public.

3. Special Qualifications:

Must be able to lift 100 lbs.

Must possess a valid Commercial Drivers License (CDL).

Must be a certified flagger.

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 exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Daily local travel required in normal course of job performance. Continuous exposure to weather extremes and traffic hazards associated with construction in the public right of way.