

TITLE: Water Operator

Status:

Full-Time  
Non-Exempt

I. General Summary:

Under the supervision of the Public Works Superintendent, the Clean Water/Wastewater Operator completes routine and specialized testing and treatment of the township's water treatment system and participates in all aspects of distribution system maintenance and repairs. Also completed routine and specialized testing, operations and repairs on the township's wastewater treatment and collection system. Assists with and performs the duties of other departmental classifications as operational needs demand.

II. Supervision Received/Given:

Operates under the direct supervision of the Public Works Superintendent.

May coordinate the work of others assigned to water and wastewater system projects.

III. Essential Functions and Job Duties:

An employee in this position is required to perform the following essential functions and job duties with or without reasonable accommodation. This is not intended as an exhaustive list of duties, rather a description of the general nature and level of work being performed within this classification.

1. Assesses and treats the township's water supply. Collects water samples, determines appropriate chemical doses, sets chemical feed rates and prepares chemical solutions.
2. Operates and maintains pumps & motors and the SCADA for both the clean water and wastewater systems. Develops and implements a comprehensive schedule for routine preventive maintenance for all aspects of township water and wastewater systems.
3. Completes all applicable EGLE reports, related forms and paperwork as required for both the water and wastewater systems.
4. Receives consumer complaints and addresses problems related to water quality, pressure and other issues.
5. Maintains an appropriate inventory of chemicals, supplies, parts and materials to ensure efficient and effective operations for both the water and wastewater systems.
6. Completes routine and specialized maintenance and repairs on both the township water and wastewater systems.
7. Coordinates the work of crew members assigned to water and wastewater system functions.
8. Instructs crew members assigned to water and wastewater system projects on safe work practices, use of safety equipment and gear and water-related safety policies. Enforces job site safety rules.

9. Reads, inspects, tests, repairs and replaces water meters throughout the township.
10. Inspects for cross connections and enforces program requirements. Maintains related program records, prepares reports.
11. Assists in preparing the annual departmental budget. Reviews previous years' requirements and estimates quantities and costs associated with water and wastewater system supplies, chemicals and equipment.
12. Assists in the preparation of the township's emergency plan related to the water system, and participates in the development of the annual consumer confidence report.
13. Assists with various administrative duties as assigned, including data base development to track township assets, analyze activities and work demands, and related functions.
14. Remains on-call and responds to emergencies according to established policies and procedures.
15. Coordinates "MISS DIG" activities and oversees crew engaged in locating and marking water and sewer utilities.
16. Performs other duties as assigned.

IV. Minimum Qualifications and Required Knowledge, Skills and Abilities:

The requirements listed below are representative of the minimum qualifications, knowledge, skills, and abilities (KSA's) required to successfully perform the essential functions of the position. In some cases alternative qualifications or combinations or education/experience and/or KSA's may be sufficient.

- A. Education: High school diploma or GED equivalent is required. Additional vocational training or technical education is preferred.
- B. Experience: Three or more years of experience in water treatment and system maintenance or a related field is required.
- C. Equivalent combination of education, experience and certifications.
- D. State of Michigan EGLE licenses appropriate for the Township's systems, currently D-3 and S-3 and L1 for wastewater lagoon system at hire.
- E. A valid State of Michigan driver's license, a satisfactory driving record, and the ability to maintain one throughout employment.
- F. Knowledge of water/wastewater treatment distribution and collection systems construction and maintenance methods, safety practices, vehicles, equipment and materials. Includes:
  - a. Skills in blueprint reading and sampling techniques.

- G. Ability to direct, coordinate and prioritize the work of others.
- H. Skill in the maintenance and repair of water meters and handheld meter reading devices.
- I. Skill in the operation, maintenance and repair of all assigned vehicles, light and heavy equipment.
- J. Ability to address customer complaints with professionalism, tact and diplomacy.
- K. Ability to manage multiple priorities and work within deadlines. Includes:
  - a. Computer skills
  - b. Organizational skills
  - c. Planning
  - d. Filing and documenting/document preservation
- L. Ability to serve in an on-call capacity, respond to emergencies after hours and work a schedule that may include evenings, weekends and holidays as operational/seasonal needs demand.
- M. Ability to work constructively and interact professionally with others.
- N. Thorough understanding of collection and distribution system functions and parts, hydrant valves and ancillary related equipment.
- O. Adherence to all local, state and federal occupational health and safety standards in the performance of duties.

V. Physical Requirements and Work Environment:

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

An employee in this position spends the majority of their time in the field at various project sites participating in job duties that involve moderate to extreme physical exertion. This may include work sites with treacherous terrain, fumes, dust, chemicals or other hazardous materials, loud machinery and equipment and other dangers associated with water system and public works maintenance activities.

An employee in this position must have the strength, stamina and physical coordination needed to gain access to these sites and to participate in heavy physical labor, such as completing water main repairs which involves digging by hand, hand turning large valves and working in the confined space of an excavated site or trench. The employee must have the vision acuity and manual dexterity needed to operate vehicles and heavy equipment and is required to do all of this in every type of weather condition, including extremely adverse weather conditions, extreme heat and severe cold weather. Extensive walking outdoors in all types of weather and climbing up and down stairs is a regular part of the meter reading function of this job.