

Water Distribution Operator I Job Description Southwest Water Authority

Scope of Work

The individual in this position will do work activities associated with the operation, maintenance, and repair of the Southwest Pipeline Project (SWPP), a regional water delivery system serving municipal, rural and industrial water user entities. The Southwest Water Authority (SWA) is responsible for management, operations, and maintenance of the SWPP. The SWA is a political subdivision led by an elected 15 member Board of Directors.

Essential Functions

1. Operates and maintains water distribution system including servicing of pumps, motors, valves, generators, and Southwest Pipeline equipment.
2. Exercises system blow-off valves, air-vacuum valves and in-line valves as scheduled.
3. Cleans out and maintains system reservoirs as scheduled.
4. Assists as necessary to maintain electrical system, telemetry system, and cathodic protection system.
5. Maintains pump stations and operation and maintenance headquarters. Such duties shall include mowing, snow removal, cleaning, painting, and any other associated tasks.
6. Reviews and becomes familiar with project operation and maintenance manuals.
7. Becomes familiar with Southwest Pipeline Project's adopted safety guidelines and utilize same in workplace.
8. Inspects, where necessary, work of SWPP contractors and other contractors (i.e., oil pipeline, cable tv, telephone) where SWA equipment is involved.
9. Locate SWA equipment and pipelines when necessary for contractors and landowners.
10. Maintain activity log associated with spare part inventory use (i.e., ordering, usage, receipt from supplier).
11. Reads flow meters, adjust pressure reducing valves, and repair flow meters.
12. Seeds right-of-way as requested.
13. Builds and maintains fencing as required for pump stations, reservoir sites, and along pipeline right-of-way.
14. Promotes positive relationships with co-workers, customers, and landowners.
15. Performs rural water hookups for rural customers.
16. Provides customer service representative with meter reading spot checks as deemed necessary.
17. Performs other activities as might be required or requested from time to time.
18. Must be available for and willing to be on call on a 24-hour basis.
19. Must become familiar with the rules, regulations, and policies of the SWA.
20. Take water samples and deliver to health department for mandated testing.
21. Obtain and provide assistance to co-workers in performance of essential functions.

22. Must become familiar with troubleshooting typical problems found in water distribution systems.
23. Maintains required records in applicable written or computer format.
24. Responsible for maintaining water quality within the distribution system through applicable methodology.

Knowledge, Skills, and Abilities

1. Ability to maintain effective working relationships with a diversified group of people under trying and stressful conditions.
2. Ability to communicate courteously and professionally to reflect a positive image of SWA to its customers and the public.
3. Ability to access and interact through in-house and remote locations with computer control systems.
4. Ability to analyze, evaluate, and recommend sound solutions to problems of routine nature.
5. Ability to read schematic drawings at a minimum level.
6. Ability to research, interpret, explain, and correctly apply policies, rules, regulations, and procedures.
7. Ability to work independently and efficiently.
8. Ability to adjust work schedule to necessary duties.
9. Ability to handle confidential matters.
10. Ability to attain first aid and CPR certification.

Typical Physical/Mental/Environmental Demands

1. Requires extended periods driving a vehicle, working with equipment such as backhoes, trenchers, and skidsteers, and using acetylene and arc welders. Occasionally must lift up to 75 pounds.
2. Requires finger dexterity, hearing, vision, and the ability to do close work.
3. On a daily basis, requires the ability to read, write, compile, and analyze data and reports.
4. On a daily basis, requires the ability to work courteously and firmly with others.
5. Must enter confined space areas such as manholes, vaults, and reservoirs.
6. Must climb towers and reservoirs as necessary.

Supervision

1. The Water Distribution Operator I is under the immediate supervision of the Chief Water Distribution Operator, and under the general supervision of the Water Distribution Manager. In the absence of, or at the direction of the Chief Water Distribution Operator, the Water Distribution Operator I reports to the Assistant Chief Water Distribution Operator for work assignments. The Water Distribution Operator I is responsible for carrying out day-to-day duties independently and only consults supervisor on unusually

complex problems or precedent setting actions.

2. Completed work is reviewed only from an overall standpoint as to feasibility, compatibility with other work and effectiveness in meeting deadlines, requirements, or expected results.

Guidelines

Guidelines consist of operations, equipment, and safety manuals. Water Distribution Operator I exercises judgement in selecting applicable procedure and decides varied matters. In situations where guidelines do not apply, the Water Distribution Operator I will refer questions to the supervisor for assistance.

Complexity

Work consists of duties that involve various related steps, processes, or methods. Actions to be taken or responses to be made differ depending upon the situation involved. Assignments and tasks are usually standardized.

Personal Contacts

Contacts are with co-workers within the SWA, customers, the public, the Board of Directors, employees of other federal, state, and local agencies, contractors, suppliers, and other business interests.

Purpose of Contacts

The purpose of the contacts is to obtain, clarify, give facts, or exchange information directly related to the SWA. Contacts with customers and the public often require exceptional tact and judgement. To ensure compliance with legal and regulatory requirements, the Water Distribution Operator I must frequently coordinate and effectively deal with supervisors, co-workers, and others.

Education and Experience

1. High school diploma or equivalent.
2. Must have water distribution certification as a Grade 01 operator.
3. Experience with underground heavy equipment such as backhoes, trenchers, and skidsteers.
4. Must have or be willing to acquire Class A drivers license with the following minimum restrictions: not valid to operate truck-tractor and non-air braked equipped vehicle.
5. Electrical and/or electronic experience very beneficial, but not mandatory.

Knowledge of Equipment

Computers	Vehicles	Backhoes	Telephone
Cellular phones	Amprobes	Multimeters	Tampers
Personal Protective Equipment	Wattmeter	Generators	Calculator
ARC-View GIS	Water Pumps	Auto Crane	Skidsteers
Grass Seed Equipment	Chemical Sprayers	ATV	Welders
Tillage Equipment	Pump Drives	Telemetry	

Nonessential Functions

1. Typing.
2. Use of calculator, spreadsheets, databases, GIS, and any other software required to perform job functions.

Location

This position may be headquartered in either Dickinson or a remote satellite office and may require travel throughout the 12 counties included in the distribution system. Employee may be required to travel outside the 12 counties to attend meetings and training sessions required for the position. Employee may be required to locate or relocate as deemed necessary to effectively serve the system.

Salary

This is a full time, non-exempt position with a standard benefit package.

The statements herein are intended to describe the general nature and level of work being performed by the person assigned to this position. The statements are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel as classified.