

## **WHEAT RIDGE WATER DISTRICT**

### **Water Operator Class 1 Distribution**

**Job Title:** Water Operator Class 1 Distribution  
**Department:** Water  
**Reports To:** District Manager and Field Superintendent  
**FLSA Status:** Nonexempt  
**Approved By:** Barry Hudson, District Manager  
**Approved Date:** June 15, 2016  
**Salary Grade:** Salary Range: Negotiable Per Experience, Competitive

#### **SUMMARY**

Engages in the distribution and delivery of water in the District, and in the repair and maintenance of water facilities including, pump stations, valves, hydrants, pressure regulating devices and related equipment.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may also be assigned.

1. Routine documentation and monitoring of facilities. Monitor distribution system
2. Responsible for water quality and flow through distribution lines.
3. Assists in meter reading and inspection of construction and repair projects.
4. Monitors equipment including pumping stations.
5. Performs preventative and corrective maintenance and troubleshooting of equipment.
6. Follows District, governmental and industry health and safety standards.
7. Performs housekeeping and routine service of facilities, buildings, and grounds.
8. Locates, maintains, and repairs water services, valves, curb boxes, mains, and hydrants.
9. Prepares and obtains data for operational reports utilizing district software and computers.
10. Works with other departments in a cooperative, supportive, and professional manner.
11. Must monitor and operate the domestic water system in a manner that insures proper levels of chlorine residuals and system pressures are maintained at all times.
12. During all regular working days, will be on 24 hour call for purposes of main break repair and related after hours repairs. Main breaks occur rarely in the district but at least once or twice a year a night call out is possible Exceptions to on-call status are made by prior arrangement.

#### **SUPERVISORY RESPONSIBILITIES**

This job has minimal supervisory responsibilities. In the absence of the Manager or Superintendent the employee may be required to supervise third party contractors at a repair site or to inspect new construction. This employee reports directly to the Field Superintendent, who is the Operator in Responsible Charge and to the District Manager.

#### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to individuals with disabilities to perform the essential duties.

#### **EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED); and one year in water treatment operations and/or training; or accepted equivalent combination of education and experience. Must possess a

Colorado Water Class 1 Distribution certification or ability to obtain within six (6) months of employment. Must have a Colorado driver's license and a good driving record.

**LANGUAGE SKILLS**

Ability to read and to write reports and to log activities. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions.

**OTHER QUALIFICATIONS**

Familiarity and experience with basic electrical and mechanical skills preferred.

**OTHER SKILLS AND ABILITIES**

Proven customer service skills and the ability to work productively with minimal direct supervision. Good communications skills (both written and verbal) are essential. Familiarity and basic skills with Windows based programs including Word, Internet Explorer and Outlook. This position works closely with consumers, and other District Departments.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Must possess a valid Colorado Driver's license and be insurable under District's standards. Must obtain CPR/First Aid Certification within the first six (6) months of employment. Must possess a Colorado Class 1 Distribution certification or ability to obtain within six (6) months of employment.

## **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 disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, use hands, use fingers, to handle, feel, reach with hands and arms, talk, hear, taste and smell. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 100 pounds. Must meet physical requirements to wear Self Contained Breathing Apparatus and full-face respirators. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Must have the ability to read and interpret screens and data from hand held and stationary devices and computer monitors.

## **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 disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions, moving mechanical parts, toxic or caustic chemicals, outside weather conditions, and risk of electrical shock. The employee is occasionally exposed to high, precarious places; fumes or airborne particles; extreme cold; extreme heat; and vibration. The noise level in the work environment is usually moderate. However, the noise level in the shop and at construction or repair sites can be loud and hearing protection is required.