

NEWPORT BOROUGH WATER AUTHORITY

Job Description WATER OPERATOR

GENERAL PURPOSE

Performs a variety of skilled, technical work in the operation, repair, maintenance, and replacement of municipal water treatment plant, pumping stations, reducing valves, and water towers

SUPERVISION RECEIVED

Works under the general supervision of the Water Operations Manager

HOURS OF WORK

Primarily Monday – Friday 8 AM – 4:30 PM with rotating weekends and 24/7 on-call responsibilities

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Performs procedures necessary for operation, maintenance, troubleshooting, and repair of wells and water towers used for the production and distribution of water.
2. Performs procedures necessary for the operation, maintenance, troubleshooting, and repair of water mains, hydrants, water meters and other related items.
3. Performs water service connections and installation of water meters and other related work.
4. Identifies problems related to system operation and maintenance and recommends solutions.
5. Interprets chemical and biological data necessary for system operation and maintenance.
6. Performs keeping accurate records, reports and logging all pertinent information required in water treatment operations. Work includes preparation of necessary data and reports to other governmental agencies as required.
7. Performs all aspects of required sampling, testing and lab work necessary in water treatment operations. Identifies abnormal results and follows procedures for resolution.
8. Performs the operation and maintenance of all water treatment equipment.
9. Attends safety meetings as required and shall assist in necessary safety precautions
10. Performs the maintenance of buildings and grounds and other related work.
11. When directed, attends such schools and workshops as necessary and pertinent to this position
12. Is available on-call for water emergencies and breakdowns at all NBWA sites.
13. Assists in the training of new personnel.
14. Performs such other duties as directed by the Water Operations Manager.

DESIRED MINIMUM QUALIFICATIONS

1. High school graduate or equivalent with ability to complete job functions
2. Self-directed, motivated, detail-oriented, customer service focus

QUALIFICATIONS

1. Thorough knowledge of equipment, facilities, materials, methods and procedures used in water collection and treatment systems; Considerable knowledge of water pipe installation, connection and repair; Considerable knowledge of water treatment plant operation and maintenance.
2. Skill in operation of NBWA tools and equipment.
3. Ability to interpret specific chemical and biological analyses; Ability to communicate effectively, verbally and in writing; Ability to establish and maintain effective working relationships with employees, other departments and the public.

SPECIAL REQUIREMENTS

1. Valid Class C Water Supply System Operator's Certificate or ability to obtain one
2. Valid Class C State Driver's License, or ability to obtain one

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 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 and 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 50 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, 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 disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee frequently works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, 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 in field settings.

Effective January 1, 2010

Reviewed/Revised

May 1, 2016