

CITY OF FERNLEY
Water Distribution Shift Operator
~~**Range 123: \$39,000-60,029**~~

FLSA Status: Non-Exempt

Created: July 16, 2012

Last Revised:

DEFINITION:

Under direction of the Water Distribution Foreman and/or Lead Operator, performs all daily operational raw and potable drinking water process requirements in accordance with local, state and federal directives and regulations throughout the City's Water Production and Distribution Systems.

DISTINGUISHING CHARACTERISTICS:

This is the ~~entry~~mid-level position within the Water Distribution Operator Series. Incumbents perform the more routine technical duties while learning operational policies and procedures. The Water Distribution Shift Operator differs from the Water Distribution Lead Operator in that the latter is given more independence and responsibility in tasks and ~~performance, and~~performance and may act in a lead capacity.

ESSENTIAL FUNCTIONS: *(Performance of these functions is the reason the job exists. Employee may not be assigned all duties and assigned job tasks/duties are not limited to the essential functions.)*

1. Responsible for Water Distribution production and distribution systems of all facility process controls and operating procedures. ~~thorough familiarization and coordination of all facility process controls and operating procedures.~~
2. Attends training sessions and operators' meetings.
3. ~~Regularly R~~reviews and understands Operations and Maintenance Manuals, Standard & Emergency Operating Procedures, ~~and Facility Required Reading Boards.~~
- ~~4. Assists the Lead Operator with preparation of SOP's and EOP's.~~
- ~~5.4.~~ Monitors distribution operations and well production through Supervisory Control and Data Acquisition (SCADA) as well as physical transmission and distribution.
- ~~6.5.~~ Performs necessary labor functions as required, makes necessary repairs and excavations safely.
- ~~7.6.~~ Calculates proper chemical dosage requirements and performs daily chlorine residual checks throughout the system.
- ~~8.7.~~ Performs all required sampling for monitoring compliance and water analysis.
- ~~9.8.~~ Maintains all necessary logs in a professional manner.
- ~~10.9.~~ Performs chemical unloading at Well and Booster facilities with proper PPE and training.
- ~~11. Maintains a minimum D-2 Certification with NDEP/BSDW as required and maintains current knowledge of local, state and federal regulations.~~
- ~~10. 12.~~ Reports all noted operational deficiencies or violations to the Foreman or Lead

Operator immediately.

11. Performs both scheduled and unscheduled maintenance on facility equipment as required.
12. Works as the responsible lead person and quality control, on job assignments when directed.
13. Performs necessary facility and equipment cleaning and janitorial functions as required.
14. Maintains the facility grounds as required.
15. Maintains and cleans Fleet vehicles and heavy equipment as required.
16. Operate equipment; backhoe, loader, man lift, etc.
17. Performs other related duties and responsibilities as required.

QUALIFICATIONS FOR EMPLOYMENT

Knowledge and Abilities:

Knowledge of:

- principles, practices, methods, and materials used in maintenance and operation of water systems;
- equipment and tool safety and operating procedures for distribution operations; and
- regulations governing the operation of municipal water facilities and the related storage facilities;
- ~~laboratory procedures for basic, routine testing of water system plus related sample gathering and handling techniques; and~~
- ~~occupational hazards and safety practices related to water system operation, repair, and maintenance.~~

Ability to:

- perform a variety of semi-skilled and skilled manual maintenance and construction tasks on ~~treatment equipment distribution and~~ facilities;
- maintain accurate and legible records of activities and conditions observed;
- understand and follow written and verbal instructions;
- read and follow diagrams;
- perform water systems arithmetic calculations;
- safely operate a variety of equipment and tools;
- work harmoniously and tactfully with other City employees, contractors, and the public including individuals having complaints regarding City services;
- locate and repair problems with equipment, machinery, and water systems while working independently in the field;
- share information, as appropriate, consistent with City policy;
- apply work methods consistent with state and federal regulations, department, and city policies and procedures;
- train new staff in work methods and equipment operation;
- select alternatives and project the consequences of proposed actions;
- operate a personal computer and Process Control Systems Equipment; and
- safely operate construction equipment such as backhoes, loaders and small cranes to excavate lines and make repairs to lines pumps and other facilities

Required Certifications and Licenses:

Printed: _____