

CITY OF FERNLEY  
Water Distribution Utility Operator

Created on: 08-15-2012

Updated:

FLSA Status: Non-exempt

**DEFINITION**

Under direction of the Water Distribution Foreman, Lead Operator and/or Shift 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 level position within the Water Distribution Operator Series. Incumbents perform the more routine technical duties while learning operational policies and procedures. The Water Distribution Utility Operator differs from the Water Distribution Shift Operator and the Water Distribution Lead Operator in that the Shift Operator and Lead Operator are given more independence and responsibility in tasks and ~~performance, and performance and~~ may act in a lead capacity.

**~~EXAMPLES OF DUTIES ESSENTIAL FUNCTIONS:~~ *The duties listed below are examples of the work typically performed by employees in this class. An employee may not be assigned all duties listed and may be assigned duties which are not listed below. Marginal duties (shown in italics) are those which are least likely to be essential functions for any single position in this class. (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 ~~familiarization and coordination~~ Water Distribution production and distribution systems of all facility process controls and operating procedures.
2. Attends training sessions and ~~operators~~ operators' meetings.
3. Reviews and understands Operations and Maintenance Manuals, Standard & Emergency Operating Procedures ~~and Facility Required Reading Boards~~.
- ~~4. Reviews, understands, and follows SOPs and EOPs.~~
- ~~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 under direct supervision.
- ~~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 under direct supervision.
- ~~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.~~10. ~~Obtain and maintain a minimum D-1 Certification with DNEP/BSDW as required and maintains current knowledge of local, state, and federal regulations.~~
- ~~12.~~11. Reports all noted operational deficiencies or violations to the Foreman, Lead Operator, or Shift Operator immediately.
- ~~13.~~12. Performs both scheduled and unscheduled maintenance on facility equipment as required directed.
- ~~14.~~ ~~Works on job assignments when directed.~~
- ~~15.~~13. Performs necessary facility and equipment cleaning and janitorial functions as required directed.
- ~~16.~~14. Maintains the facility grounds as required directed.
- ~~17.~~15. Maintains and cleans fleet vehicles and heavy equipment as required directed.
- ~~16.~~ ~~Operator equipment: backhoe, loader, main lift, etc.~~
- ~~18.~~17. Performs other related duties and responsibilities as required.

## **QUALIFICATIONS FOR EMPLOYMENT**

### **Knowledge and Abilities:**

Knowledge of:

- 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 systems.~~
- ~~\*—Occupational hazards and safety practices 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 and city distribution~~ facilities;
- maintain accurate and legible records of activities and conditions observed;
- understand and follow written and verbal instructions;
- read and follow diagrams;
- perform ~~wastewater, collection systems distribution and production~~ 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;
- safely operate construction equipment such as backhoes, loaders and small cranes to excavate lines and make repairs to lines, pumps, and other facilities; and
- Operate a personal computer-

**Special Requirements:**

Must possess a valid Nevada driver's license and possess or obtain a valid commercial driver's license with a B and N endorsement within six months of employment.

Must complete OSHA 10 certification within 90 days of employment.

Incumbents in this class must obtain and maintain a D-1 Water Distribution Operator Certificate issued by the State of Nevada/NDEP and perform under those credentials within one year of hire.

**Experience and Training:** *Any combination of training, education and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:*

High school diploma or equivalent.

**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 the job. In compliance with applicable disabilities laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.)*

Strength, stamina, and dexterity to sit in vehicles operating on rough roads and rough surfaces for short periods of time each day; walk on uneven or slippery surfaces; perform heavy manual tasks using hand tools such as shovels and picks; perform repetitive motions including use of controls with hands and feet; climb up and down ladders to enter confined spaces and other areas; coordination and dexterity to adjust and make minor repairs to equipment; strength to lift and carry containers and equipment weighing up to 90 pounds; visual acuity sufficient to operate equipment and read gauges in a variety of lighting conditions, including bright light, low light, and low visibility conditions; depth perception sufficient to maneuver equipment and determine position of equipment components; ability to hear changes in operation of motors and other equipment; physically demanding work for continuous and lengthy periods of time.

**WORKING CONDITIONS**

Work in outdoor and indoor environments with intermittent to frequent exposure each day to unpleasant elements such as vibrations, noise, dust, fumes and odors, dampness, raw sewage,

noise levels, or extreme weather conditions including heat, rain, snow, cold and wind, and dust.

Potential exposure to dangerous chemicals. Occasional work in confined areas. Work is typically performed independently and may be in isolated geographic areas.

~~FLSA Status: Non-Exempt~~

~~Reports to the Water Distribution Foreman.~~

*This job description does not constitute an employment agreement between the City and employee. It is subject to change at any time by the City at its sole discretion.*

I have received, reviewed and understand this job description and its requirements.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Printed: \_\_\_\_\_