

SKILLED OPERATOR – WATER DISTRIBUTION DIVISION

GENERAL STATEMENT OF DUTIES: To perform strenuous physical and skilled work on the installation and maintenance of municipal water distribution and sewer collection systems, and to perform other work as required. To know and apply sound public health and construction standards to the installation and maintenance of water and sewer systems.

SUPERVISION RECEIVED: Work is performed under the direction of a foreman, supervisor or an employee of higher grade.

ESSENTIAL FUNCTIONS:

- Install and repair water mains, valves, hydrants and related appurtenances of a water distribution system. Install and repair water services and meters. Install and repair sewer lines and manholes.
- Perform scheduled maintenance such as line flushing, hydrant testing and maintenance, valve turning and sewer line cleaning. Identify deficiencies and make or recommend needed repairs within scope of delegated authority.
- Locate and repair leaks in a water distribution system.
- Turn on and turn off water services, take meter readings, investigate abnormal water use, test and repair water meters.
- Inspect the work of contractors making connection to or extension from city utilities. Locate and mark city underground utilities for excavators.
- Operate heavy equipment and tools such as dump trucks, backhoe, front-end loader, combination sewer jet and vacuum truck, tapping machines, pumps, electrical pipe thawing equipment and air hammer.
- Routinely check assigned equipment and tools; assure they are maintained in good working order; report and follow-up on any defects or needed repairs.
- Enter and work in confined spaces in accordance with approved safety procedures. Perform all duties in a safe manner and in conformance with appropriate safety and security standards.
- Perform related work as required.

OTHER FUNCTIONS:

- Gather accurate field data; prepare sketches and complete reports.
- Respond to customer complaints, evaluate situations, report findings, and recommend appropriate follow-up actions.
- Assist in the training of other employees.
- Perform other public services work as required including, but not limited to, snow removal and emergency operations.

- ❑ Undertake and complete continuing education training to improve job skills and retain operator certification.

Note: The functions listed above illustrate the various types of work that may be performed. The omission of a specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment in the position.

JOB REQUIREMENTS:

- ❑ State of Michigan Water Distribution Operator Certification (S-4 minimum).
- ❑ Graduation from high school, GED equivalent, or an equivalent combination of education and experience.
- ❑ A combination of knowledge, aptitude, experience and physical skills to competently undertake the above-described job functions.
- ❑ Basic knowledge of the methods, materials and equipment used in water distribution system construction, maintenance and repair. Knowledge and skill in pipe laying and plumbing.
- ❑ A minimum of one year experience in the operator and maintenance of a municipal water distribution system.
- ❑ Demonstrated ability to operate various types of heavy and power driven equipment with proficiency on backhoe, loader and drilling and tapping machines.
- ❑ Ability to perform heavy manual tasks for extended periods of time; ability to work safely; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, other departments and the public; ability to understand and carry out written and oral instructions.
- ❑ Possession of a valid State of Michigan commercial driver's license, Class B with air brake and liquid endorsement.

PHYSICAL REQUIREMENTS:

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 is occasionally required to walk, sit, climb or balance, stoop, kneel, crouch or crawl. The employee must have the physical dexterity and strength to safely enter and exit manholes through standard openings with applicable safety equipment. The employee must frequently lift and/or move up to 25 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, peripheral vision, depth perception, and the ability to focus.

WORKING CONDITIONS:

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 regularly works in outside weather conditions as experienced year-round in Michigan including inclement weather. The employee frequently works near moving mechanical equipment and is frequently exposed to wet and/or humid conditions and vibration. The employee works near and may come into contact with municipal wastewater and may be exposed to fumes and gases encountered in a municipal wastewater system. The employee may occasionally enter into confined spaces with limited ventilation. The employee may occasionally work in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or hazardous chemicals, and risk of electrical shock. The noise level in the work environment is usually loud.

Revised January, 2012