TOWN OF JAMESTOWN POSITION DESCRIPTION
Class Title: Water Operator

NATURE OF WORK

This is responsible manual work in the performance of a variety of functional tasks in the water division of the Public Works Department under the supervision of the Water Superintendent and the Public Works Director.

An employee in this class is responsible for performing a variety of laboring tasks related to the daily operation and maintenance of the water distribution system and all associated facilities, structures, and equipment and the occasional operation of the water treatment facility under the supervision of the water superintendent. Tasks require physical strength, stamina and some degree of manipulative skill to do an effective job. Work, which occasionally requires the exercise of supervision, is reviewed for adherence to proper procedures.

KNOWLEDGE SKILLS AND ABILITIES

Working knowledge in the use of both hand and power tools and construction equipment;

Basic knowledge of principles, methods, materials, tools, and equipment used in the operation and maintenance of public water facilities;

Basic knowledge of the principles, practices and methods used in water treatment operations;

Basic knowledge of the use and handling of chemicals used in water treatment operations;

Ability to perform manual labor for extended periods and under unfavorable weather conditions;

Ability to take accurate readings, make laboratory analysis and keep routine records;

Ability to operate chemical feeders and other plant equipment;

Ability to understand and follow written and oral instructions.

Must be able to work with the public and other employees;

Must be able to communicate clearly and concisely both orally and in writing;

RESPONSIBILITIES AND DUTIES

Assists with the operation, maintenance, installation, and repair of water system infrastructure, related equipment, and facilities that includes pumps, valves, watermain piping, service line piping, hydrants, wells, and water storage facilities;

Installs new saddles and shut offs and connects new services; installs and removes water meters; reads water meters; determines cause of faulty meters;

Maintains water distribution system by clamping, patching or replacing damaged pipes;

Repairs sewer collection piping that may be damaged during the installation or repair of water mains and/or services;

Responds to emergency calls after hours;

Checks on customer complaints; checks low pressure or dirty water; flushes hydrants;

Conducts routine and special maintenance including equipment repair, calibration, and adjustment;

Maintains the sludge settling, drying, and removal processes at the water treatment facility including pumps, tanks, drying beds, and offsite trucking and disposal of sludge;

Assists in the collection of water samples for analysis, and performs field tests to identify the chemical and physical characteristics of the water. Assists in the collection and the delivery of bacterial samples;

Assists in the collection and recording of data from charts, gauges, and other instrumentation, perform calculations to ensure proper system operations; maintain operation records and file reports as needed in accordance with local, state and federal guidelines and/or requirements;

Assists with the operation of the water treatment facility under the supervision of the water superintendent and assistant superintendent;

Maintains buildings and grounds of the water treatment facility, reservoirs, and water storage property including grass mowing, tree trimming and brush cutting. Equipment includes push mower, tractor, brush cutters and chain saws;

Operates vehicles and various light, medium and heavy equipment;

Operates a boat for the maintenance of reservoirs;

Uses a variety of hand tools; metal detectors, magnetic sensors and sound devices for leaks;
Performs related work as required.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The employee is required to use hands and fingers to: handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee is frequently required to stand, walk, talk, see, hear, sit, climb, balance, stoop, kneel, crouch, crawl, and smell. This employee occasionally works in high or precarious places and is exposed to outside weather conditions, extreme cold, extreme heat, and occasionally exposed to fumes or airborne particles. There is a risk of electric shock and vibration. The employee must frequently lift and/or move up to 100 pounds and occasionally move up to 300 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus. The employee is required to use a boat for maintenance of the surface water reservoirs. The employee is frequently exposed to toxic or caustic chemicals. The noise level in the work environment is usually moderately loud.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Must be able to perform all essential functions of the job. Other duties may be required by the Public Works Director.

MINIMUM EXPERIENCE AND TRAINING

A high school diploma;

Two years of water related experience or in a responsible job-related position;

Must be certified by the State of Rhode Island as a Class 1 Water Supply Transmission and Distribution Facilities Operator within 6 months from the date of employment;

Must be certified as a Class 1 Water Treatment Plant Operator or be an Operator-in-training within 6 months and a licensed Operator within 18 months from the date of employment;

Must be certified as a Class 2 Water Supply Transmission and Distribution Facilities Operator and a Class 2 Water Treatment Plant Operator or be an Operator-in-training within 18 months from the date of employment and licensed Operator within 30 months from the date of employment;

SPECIAL REQUIREMENTS

Possession of a valid Rhode Island Driver's License and the ability to obtain a Class "B" Commercial Drivers License (CDL) within 6 months of appointment and maintain a satisfactory driving record is required.