

Water Operator Apprentice**Department:** Water
Date: March 2017**Reports to:** Water Charge Operator
FLSA Status: Non-Exempt**Pay Grade** 16
Salary Range**JOB DESCRIPTION****Summary/Objective**

Under direction general supervision, reads meters and records readings; assists in the installation, repair and replacement of water mains, water services, water meters, fire hydrants and other water facilities; computes water consumption; maintains pumps, valves, and related equipment; and performs related work as required. Will assist in the operation of the potable water system(s) to help ensure compliance with relevant Department of Environmental Quality and other state and/or federal agency regulations that are applicable to public water systems. Works under the guidance of a licensed water operator.

Essential Functions:

- Install and maintain water meters to departmental standards.
- Keep a record of new meter installations and exchanges.
- Repair leaks in service assemblies.
- Read meters and record readings.
- Install, replace, repair, inspect, and maintain residential and commercial water meters and hydrant meters used by construction firms.
- Install, replace, flush, and repair fire hydrant assemblies.
- Assist in the installation, repair and maintenance of the City's water system, including water mains, water service lines, water meters, and hydrants.
- Compute water consumption.
- Perform safety inspections of and operate equipment and machinery.
- Report defects and irregularities to supervisor.
- Turn water service off and on as appropriate.
- Receive and respond to inquiries and complaints from customers and the general public regarding water service.
- Respond to emergency calls after normal working hours, on an as needed basis, for both water department and community wide emergencies.
- Work odd hours and on holidays as the job duties require.
- Collect water samples for bacteriological and other tests.
- Maintain pumps, valves, and related equipment in water pumping stations.
- Carry and respond to after-hours emergency cell phone for a 7 day period on a rotating basis.
- Monitor water system(s) operation by using gauges, meters, control panels, and the SCADA system.

Competencies:

1. Problem Solving/Analysis.
2. Math Skills.
3. Communication Proficiency.
4. Mechanical skills.
5. Technical skills.
6. Customer/Client Focus.

Supervisory Responsibility

This position has no direct supervisory responsibilities.

Work Environment

This position primarily works outdoors, in all types of weather, and in potentially hazardous environments, which may involve exposure to dangerous chemicals.

Physical Demands

The physical demand described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Requires the ability to exert a considerable amount of force frequently to lift, carry, push, pull or otherwise move objects and to stoop, crouch, climb and lift in the performance of manual labor; to operate a variety of tools, equipment and vehicles; to work around electrical equipment in a safe manner. Tasks require color and visual perception and discrimination, as well as oral communications ability. The ability to push and pull with a force of 130 pounds, carry 153 pounds individually and 250 pounds with a two person carry. Work on pipe repairs beneath your feet, perform tasks on equipment 12” to 27” below ground level while lying on the ground.

Position Type/ Expect Hours of Work

This is a full-time position. Days and hours of work are Monday through Friday, 7:00 AM to 3:00 PM and 8:00 AM to 5:00 PM. Frequent evening and weekend work may be required as job duties demand.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected.

Required Education and Experience

Equivalent to a High School Diploma. Must have a CDL Class A or B within six months of hire.

Preferred Education and Experience

Equivalent to a High School Diploma. Ability to read meter dials and record readings. Make arithmetical calculations, including addition, subtraction, multiplication, division, percentage and ratio calculations. Establish residence within a 20 minute response time to the Water Department building within six months of date of hire.

Additional Eligibility Qualifications

Must maintain insurability under the City’s vehicle operator’s insurance policy. Must pass the Water Distribution Operator-In-Training test within 18 months of the date of hire. Experience in the repair of mechanical equipment and experience in public relations.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

This job description has been approved by all levels of management:

Manager _____

HR _____

City Administrator _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____