

East Larimer County Water District Job Description

Water Distribution Systems Operator

Summary

Performs a variety of skilled and semi-skilled duties in the operation and maintenance of waterworks system to ensure adequate water supply for human consumption.

Essential Duties and Responsibilities

Duties and responsibilities will include but not limited to:

- Operates as a field operations crew member in performing routine maintenance and repair work including a variety of general clean-up work.
- Installs and repairs water distribution lines, water valves, fire hydrants meters and services.
- May be required to operate machinery including pipe locators, backhoe, front end loader, dump trucks and other tools such as compressor, jack hammers, and concrete saws.
- Takes water samples, if required.
- Cleans and maintains pumping station equipment.
- Provides general customer service to customers. Responds to on-site requests and inquiries from public. Posts general notices and non-payment notices on properties within the District; turns water services off and on as required.
- Utilize proper safety precautions for all work performed.
- Establish and maintain effective working relationships with other employees, supervisor(s) and the public.
- Competent and safe use/operation of a wide range of hand and power tools, light duty vehicles (pick-up trucks) and machinery
- Other duties as may be assigned.

Qualifications

The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities perform the essential functions.

Education and Experience

High school diploma or general education degree (GED). Exposure to water line construction or water distribution preferred.

Must pass background check and drug test.

Language Skills

Ability to read documents such as safety rules, operating and maintenance instruction, specifications and procedure manuals. Ability to effectively communicate and present information in one-on-one and small group situations to customers, clients and other employees of the organization.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with and resolve problems.

Certificates, Licenses, Registrations

Current driver's license is required. Colorado Water Distribution Operator Class 1 license required within 12 months of hire. Class A Commercial Driver's License (CDL) required within 12 months of hire.

Preferred Skills and Abilities

Experience and competency operating backhoe and/or other construction equipment; Computer literacy including knowledge of and ability to use numerous software including GIS, Microsoft Office and database software.

Other Job Requirements

Work overtime and on weekends as workload/water line leaks requires. Take on-call duty (for seven days) on rotational basis. Respond to after-hour emergencies. Must live within 1 hour of the District for on-call response requirements.

Supervisory Responsibilities

This job has no supervisory responsibilities.

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 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 stand, walk, use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk and hear and taste or smell. The employee is occasionally required to sit and climb or balance. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 80 pounds. Specific vision abilities required by this job include close vision, distance vision and depth perception.

Work Environment

While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions; moving mechanical parts and outside weather conditions. The employee is occasionally exposed to fumes or airborne particles; toxic or caustic chemicals and vibration. The noise level in the work environment is usually loud.

Competencies

To perform the job successfully, an individual will be expected to demonstrate the following competencies during their employment:

- Identifies and resolves problems in a timely manner.
- Strives to continuously build knowledge and skills; shares expertise with others.
- Responds promptly to customer needs.
- Meets commitments.
- Balances team and individual responsibilities.
- Works ethically and with integrity.
- Follows policies and procedures.
- Completes administrative tasks correctly and on time.
- Exhibits sound and accurate judgment.
- Accepts responsibility for own actions.
- Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.
- Attendance/Punctuality - is consistently at work and on time.
- Asks for and offers help when needed.

Compensation

\$17.48 – \$22.93 per hour depending on experience and certifications.

Benefits

Health, Dental & Vision Insurance

Health Reimbursement Arrangement (HRA)

Paid Time Off and Sick Leave Accrual

Life Insurance

Public Employees Retirement Association (PERA) <https://www.copera.org/>

401(K) & 457 Plans