

East Larimer County Water District Job Description **Water Distribution System Operator and Inspector**

Summary

Performs a variety of skilled and semi-skilled duties in the operation, maintenance, construction, repair and inspection of public water distribution systems to ensure adequate water supply for human consumption.

Essential Duties and Responsibilities:

Duties and responsibilities will include but not be limited to:

- Installation, operation, repair and maintenance of all aspects of the utility's water mains, pump stations, tanks, meters, services and other associated infrastructure.
- Inspection of new water distribution system construction to verify the installation and testing of the system is per the utility's standards and specifications.
- 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.
- Deliver notices to customers, and functions as a customer service representative.
- 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 to perform the essential functions.

Education and Experience

High school diploma or general education degree (GED). 3 years experience in water line inspection, construction or water distribution system operation and maintenance; or equivalent combination of education and experience.

Must pass background check and drug test.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, construction drawings, 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 2 license required within 6 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

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 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

\$22.00 - \$30.21 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