EAST LARIMER COUNTY WATER DISTRICT
WATER DISTRIBUTION OPERATOR 1-4

SUMMARY

Under general supervision, expedites, supports, plans, and operates and performs skilled operation, construction, maintenance, and repair of a (CDPHE Class 3) water distribution systems to include multiple types of water mains, pump stations, valves, meters and related water distribution duties as assigned.

The starting hourly pay range for these positions are, **commensurate with experience*:***

- ***Operator I - up to $28.10*** *(full pay range is $19.64 – $31.43)*
- ***Operator II - up to $30.90*** *(full pay range is $21.61 – $34.57)*
- ***Operator III - up to $34.00*** *(full pay range is $23.70 – $38.03)*
- ***Operator IV - up to $37.40*** *(full pay range is $26.17 – $41.87)*

East Larimer County Water District supports employee growth and development and covers costs associated with training and certification exams to progress on the Water Distribution Operator career ladder.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Installs and maintains water mains, valves, hydrants, meters and service lines in accordance with industry standards, best practices and state and federal water regulations. Maintains a Colorado Class 1-4 Water Distribution Operator Certification and updates job knowledge as necessary.

Performs a variety of duties (construction, maintenance, and repair) requiring knowledge with water distribution systems. This includes the following:

- Install/construct, maintain and repair distribution mains, pump stations, storage tanks, valves, hydrants, water meters and service lines.
- Uses the following types of tools and equipment and trains others in their safe and proper use: backhoe, excavator, single and tandem axle truck, frontend loader, hand tools, power tools, long handle tools, jackhammer, grinder, compressor, tamper, locating equipment, hydro-excavators. May perform routine maintenance on equipment as needed.
- Use pipe locators, metal detectors, GPS equipment, and correlators. Maintain and troubleshoot equipment issues.
- Read and interpret design drawings, blueprints, maps, computer generated drawings, and records measurements and locations of system assets
- Assists in troubleshooting and repair processes to the distribution system.
- Locates underground water facilities for contractors, and property owners. Uses equipment to locate utility lines and main breaks including metal detector, pipeline locator, pipe and cable locator, leak correlator and measuring devices.
- Reads, inspects, installs, tests, repairs, and maintains water meter infrastructure.
- Required to perform after hour's on-call duty on a rotating basis and respond to emergencies as necessary.
- Responds to questions from the public about distribution system operations and maintenance activities as necessary. Assists customers in troubleshooting issues.

- Maintains a working knowledge with the OSHA Regulations and associated safety procedures and remains alert to conditions, hazards and events occurring at the jobsite. Always utilizes the best industry safety practices.

3. Operates a variety of heavy equipment and machinery on and in the right-of-way.

4. Maintains accurate records of work performed and materials and equipment used and enters spatial and work order data into asset management software.

5. Works irregular hours, weekends, evenings, holidays, and/or emergencies as required to respond to water main breaks and other district emergencies. Appropriately responds to all calls in a timely manner.

6. May direct and review the work of other operations staff including "1" through "4" certified operators.

7. Other:

- Performs related duties as required by management to meet the needs of the district.
- Takes proper safety precautions to prevent accidents. Responsible for the safety of self, others, materials, and equipment. Uses all required safety equipment and follows all safety regulations, policies, and procedures. Reports all accidents and damages.
- Knows and complies with all district policies and values; participates in professional trainings and development; and adheres to attendance and workplace attire policies.

Generally, duties and responsibilities are listed from most to least critical or time consuming.

WATER DISTRIBUTION OPERATOR I - REQUIRED MINIMUM QUALIFICATIONS:
High school diploma or equivalent. Must be certified as State of Colorado Class I Water Distribution System Operator within 9 months of hire. Ability to operate a variety of hand, power, and long handled tools and equipment to perform installation, maintenance, and repair tasks. Ability to perform a wide range of physical and manual tasks in an outdoor environment. Physical ability to work in and around moving traffic and equipment; in areas of limited access; and confined spaces requiring standing, walking, bending, and kneeling to locate, inspect, and maintain distribution system. Upper body strength to lift and carry equipment and supplies as needed. Must have the ability to obtain a valid Commercial Driver's License Class B within 9 months of hire. Ability to use all required safety equipment. Ability to deal courteously and effectively with the public in difficult situations; to maintain complete and accurate records; and to obtain certification for backhoe and loader under the Equipment Operator's Certification and Training Program within one year of hire.

DESIRED QUALIFICATIONS – In addition to the required minimum qualifications:
Experience in heavy construction. Ability to read blueprints and other construction drawings. A valid Commercial Driver's License Class A. Ability to use computers and other technology. Bi-lingual in Spanish.

EAST LARIMER COUNTY WATER DISTRICT
WATER DISTRIBUTION OPERATOR 1-4

WATER DISTRIBUTION OPERATOR II - REQUIRED MINIMUM QUALIFICATIONS:
Must meet minimum requirements of a Water Distribution Operator I in addition to the following:

Conducts distribution system water quality sampling to meet minimum bacteriological, distribution by-product, and lead and copper regulatory requirements. Reviews and monitors laboratory reports and checks for proper data submission to Colorado Department of Public Health and Environment. Must be certified State of Colorado Class II Water Distribution System Operator. At least two years of experience in utilities maintenance or construction (water) or any equivalent combination of education and experience. Must have the ability to obtain a valid Commercial Driver's License Class B within 6 months of hire. Experience with various utilities maintenance equipment including locator, hydro-excavators. Certified loader and backhoe operator. Confined space certified. Acceptable motor vehicle record. Must participate in rotational on-call, respond to afterhours calls. Suggests process improvements to crews within acquired knowledge base. Problem solves and makes sound judgements, exhibits forethought by anticipating needs of crews.

DESIRED QUALIFICATIONS – In addition to the required minimum qualifications:
Experience in heavy construction. Ability to read blueprints and other construction drawings. A valid Commercial Driver's License Class A. Ability to use computers and other technology. ATSSA or equivalent certification as a traffic flagger and as a Traffic Control Technician (TCT). First Aid/CPR certified through Red Cross or equivalent accredited institution.

WATER DISTRIBUTION OPERATOR III - REQUIRED MINIMUM QUALIFICATIONS:
Must meet minimum requirements of a Water Distribution Operator II in addition to the following:
Must be certified State of Colorado Class III Water Distribution System Operator. At least three years of experience in utilities maintenance or construction (water) or any equivalent combination of education and experience in the area assigned. Must have the ability to obtain a valid Commercial Driver's License Class B within 6 months of hire. Must be competent with technology used for system operations and maintenance, including use of Personal Computers, Smart Phones

DESIRED QUALIFICATIONS – In addition to the required minimum qualifications:
Experience in heavy construction. A valid Commercial Driver's License Class A. Ability to read blueprints and other construction drawings. Knowledge of East Larimer County Water District Design and Construction Standards. Knowledge of East Larimer County Water District design criteria and standard specifications.

WATER DISTRIBUTION OPERATOR IV - REQUIRED MINIMUM QUALIFICATIONS:
Must meet minimum requirements of a Water Distribution Operator III in addition to the following:
Must be certified State of Colorado Class IV Water Distribution System Operator. At least 4 years of experience in utilities maintenance or construction (water) or any equivalent combination of education and experience in the area assigned. Must have the ability to obtain a valid Commercial Driver's License Class B within 6 months of hire. Ability to read blueprints and other construction drawings. Knowledge of East Larimer County Water District Design and Construction Standards. Minimum Key Competencies: Works independently. Is a team leader and able to allocate resources effectively to accomplish goals through encouraging responsibility, collaboration, trust, accountability, process improvement and dialogue. Coaches and develops coworkers to help them grow professionally. Manages conflict and settles disputes with the best interest of the organization in mind. Exhibits advanced problem-solving skills on the job.

EAST LARIMER COUNTY WATER DISTRICT
WATER DISTRIBUTION OPERATOR 1-4

DESIRED QUALIFICATIONS – In addition to the required minimum qualifications:

Experience in heavy construction. A valid Commercial Driver's License Class A. Ability to read blueprints and other construction drawings. Previous supervisory experience in the water industry, including training staff. Experience with continuous improvement projects. Strong skills in customer service and dealing with the public. Fluent in Spanish.

Note: The above description is illustrative only. It is not meant to be all-inclusive.

WORKING CONDITIONS

Required Physical and Mental Effort, and Environmental Conditions:
In addition to the information listed in the required minimum qualifications section.
PHYSICAL AND MENTAL EFFORT: See "required minimum qualifications" section for additional information. Also requires ability to work under stress from demanding deadlines, public contact, and changing priorities and conditions.

WORK ENVIRONMENT

Works in an industrial setting subject to continuous interruptions and background noises.

Machines and equipment used include but are not limited to the following: Hand and power tools, long-handled tools, jackhammer, tamper, grinder, compressor, safety devices, utility truck, single and tandem-axle dump trucks, backhoe, loader, gas detection equipment, pipe/leak locators, correlators, and computers (hand-held, lap-top, and stationary). Required to wear protective safety gear and use safety equipment to protect against potential biohazards possibly encountered during performance of maintenance activities. May work with restricted use chemicals to perform maintenance activities.

PROFESSIONAL COMPETENCIES

Participates as a member of the team and works collaboratively with others and agencies to foster efficient, proactive approach to Water Distribution operations.

- Effective Communicator – Able to clearly describe program goals and objectives. Able to assess a situation and adjust their style to meet the needs of the specific situation or audience.
- Relationship builder – Is confident and professional in working with others. Recognizes the importance of collaboration and can build lasting relationships and connections with other employees and community members. Works to grow and continually foster a high-trust, high-teamwork environment. Can receive candid performance feedback and participate in open dialogue with supervisor and peers regarding team dynamics and work plan progress.
- Customer Service - Compassionate and empathetic. Ability to gracefully set boundaries. Is patient with people and processes and models professional maturity in dealing with all people. Modeling consideration and tact while maintaining focus on tasks at hand.
- Organized - Has attention to detail and can map out processes, meet deadlines and effectively track progress. Is dependable and reliable.
- Adaptable – Able to navigate changing priorities and evolving approaches. Links short-term planning with (strategic) task-oriented thinking to anticipate future consequences of current tactics.

EAST LARIMER COUNTY WATER DISTRICT
WATER DISTRIBUTION OPERATOR 1-4

ACCOMMODATIONS

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position.

BENEFITS

Health, Dental, Vision and Life Insurance
Health Reimbursement Arrangement (HRA)
Paid Time Off and Sick Leave Accrual
Public Employees Retirement Association (PERA) https://www.copera.org/
401(K) & 457 Plan

This job posting is "continuous" or "open until filled" and will close when necessary positions are filled.

EAST LARIMER COUNTY WATER DISTRICT

APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer

We do not discriminate on the basis of race, color, religion, national origin, sex, age, disability, genetic information or any other status protected by law or regulation. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors.

GENERAL

Answer each question fully and accurately. No action can be taken on this application until you have answered all questions. Use blank paper if you do not have enough room on this application. **PLEASE PRINT**, except for signature on back of application. In reading and answering the following questions, be aware that none of the questions are intended to imply illegal preferences or discrimination based upon non-job-related information.

Job Applied for _____ Today's Date _____

Are you seeking: Full-time ☐ Part-time ☐ Temporary ☐ employment? When could you start work? _____

_____ _____

Last Name First Name Middle Name Telephone Number

_____

Present Street Address City State Zip Code

_____

Email Address

If hired, you will be required to furnish proof of your eligibility to work in the U.S.

Have you ever applied here before? Yes ☐ No ☐ If yes, when? _____

Were you ever employed here? Yes ☐ No ☐ If yes, when? _____

Have you ever been convicted of any law violation?
Include any plea of "guilty" or "no contest." (Exclude minor traffic violations.) . . . . . Yes ☐ No ☐

If yes, give details _____
(A conviction will not necessarily disqualify an applicant for employment.)

If employed, do you expect to be engaged in any additional business
or employment outside of our job? . . . . . Yes ☐ No ☐

If yes, give details _____

For Driving Jobs Only: Do you have a valid driver's license? . . . . . Yes ☐ No ☐

Driver's License Number _____ Class of License _____ State Licensed In _____

Have you had your driver's license suspended or revoked in the last 3 years? . . . . . Yes ☐ No ☐

If yes, give details: _____

List professional, trade, business or civic activities and offices held. (Exclude labor organizations and memberships which reveal race, color, religion, national origin, sex, age, disability, genetic information or other protected status.) _____

_____

_____

EDUCATION

LIST NAME AND ADDRESS OF SCHOOLS	Number of Years Completed	Diploma/ Degree/ Certificate	Subjects Studied
High School or GED:			
College or University:			
Vocational or Technical:			

What skills or additional training do you have that relate to the job for which you are applying? _____

_____

What machines or equipment can you operate that relate to the job for which you are applying? _____

WORK HISTORY

List names of employers in consecutive order with present or last employer listed first. Account for all periods of time including military service and any periods of unemployment. If self-employed, give firm name and supply business references. **Note: A job offer may be contingent upon acceptable references from current and former employers.**

NAME OF EMPLOYER	JOB TITLE AND DUTIES
ADDRESS	DATES OF EMPLOYMENT (MO/YR): FROM TO
CITY, STATE, ZIP CODE	REASON FOR LEAVING
SUPERVISOR(S)	TELEPHONE
NAME OF EMPLOYER	JOB TITLE AND DUTIES
ADDRESS	DATES OF EMPLOYMENT (MO/YR): FROM TO
CITY, STATE, ZIP CODE	REASON FOR LEAVING
SUPERVISOR(S)	TELEPHONE
NAME OF EMPLOYER	JOB TITLE AND DUTIES
ADDRESS	DATES OF EMPLOYMENT (MO/YR): FROM TO
CITY, STATE, ZIP CODE	REASON FOR LEAVING
SUPERVISOR(S)	TELEPHONE
NAME OF EMPLOYER	JOB TITLE AND DUTIES
ADDRESS	DATES OF EMPLOYMENT (MO/YR): FROM TO
CITY, STATE, ZIP CODE	REASON FOR LEAVING
SUPERVISOR(S)	TELEPHONE

REFERENCES

Have you worked or attended school under any other names? . . . . . Yes ☐ No ☐

If yes, give names: _____

Are you presently employed? . . . . . Yes ☐ No ☐

If yes, whom do you suggest we contact? _____

Have you ever been fired from a job or asked to resign? . . . . . Yes ☐ No ☐

If yes, please explain: _____

Give three references, not relatives or former employers.

Name	Address	Phone

PLEASE READ EACH STATEMENT CAREFULLY BEFORE SIGNING

I certify that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date. I authorize the investigation of any or all statements contained in this application. I also authorize, whether listed or not, any person, school, current employer, past employers and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements. I understand I may be required to successfully pass a drug screening examination. I hereby consent to a pre- and/or post-employment drug screen as a condition of employment, if required. I understand that if I am extended an offer of employment it may be conditioned upon my successfully passing a complete pre-employment physical examination. I consent to the release of any or all medical information as may be deemed necessary to judge my capability to do the work for which I am applying.

I UNDERSTAND THAT THIS APPLICATION, VERBAL STATEMENTS BY MANAGEMENT, OR SUBSEQUENT EMPLOYMENT DOES NOT CREATE AN EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT NOR GUARANTEE EMPLOYMENT FOR ANY DEFINITE PERIOD OF TIME. ONLY THE PRESIDENT OF THE ORGANIZATION HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE PRESIDENT AND THE EMPLOYEE. IF EMPLOYED, I UNDERSTAND THAT I HAVE BEEN HIRED AT THE WILL OF THE EMPLOYER AND MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME, WITH OR WITHOUT REASON AND WITH OR WITHOUT NOTICE.

I have read, understand, and by my signature consent to these statements.

Signature: _____ Date: _____

This application for employment will remain active for a limited time. Ask the organization's representative for details.