

CITY OF ORTING

JOB DESCRIPTION

Job Title: Water Operator in Training

Department: Public Works

Reports To: Public Works Supervisor

SUMMARY DESCRIPTION

The Water Operator in Training is a full-time non-exempt, non-Civil Service position. A typical work week is Monday to Friday, 7:30 a.m. to 4:00 p.m. with periodic callouts on weekends and evenings based on operational needs and emergencies. This position is part of a bargaining unit represented by the American Federation of State County and Municipal Employees (AFSCME) Local 120.

This is a training position that works directly under the supervision of a licensed Water Operator and performs semi-skilled labor in the maintenance, operation, and repair of the City's water distribution system; reads residential and commercial water meters and provides customer service; and maintains all vehicles and equipment used.

This is the trainee level class in the Water Operator series. This class is distinguished from the Water Operator I by the performance of the most routine tasks and duties assigned to positions within the series including learning maintenance and operations duties. Since this is an entry level class, employees may have only limited or no directly related work experience. Under this class series, employees in the Water Operator in Training classification may progress to the "I" level once they have mastered the full range of duties performed by a Water Operator and have obtained a Department of Health (DoH) Water Distribution Manager I Certification. The incumbent in this position is expected to pass their OIT exam or DoH Water Distribution Manager I Exam within 6 (six) months of their appointment date. In any event, a candidate that has not obtained their DoH Water Distribution Manager I certification within 18 (eighteen) months will be terminated.

REPRESENTATIVE DUTIES

Duties may include, but are not limited to, the following:

1. Learn to maintain water distribution system main and service lines, valves, fire hydrants, reservoirs and related equipment; learn to locate and repair service line leaks.
2. Participate in the overhaul and maintenance of hydraulically controlled pressure valves and controls.
3. Participate in the installation of distribution system lines; cut and prepare piping and fittings; thread and link pipe; replace gate valves and couplings; install and replace water services; install water meters.
4. Learn to read water meters with computerized hand held machine.

5. Assist with field testing of customer meters for accuracy.
6. Respond to customer water service and billing complaints; check high and low pressure; check for meter leaks; perform service turn-ons and turn-offs; notify customers of water interruptions and of the type of work to be performed.
7. Participate in the maintenance of water reservoirs and related equipment.
8. Become familiar and proficient in the operation of a variety of heavy construction and maintenance equipment including but not limited to dump truck, backhoe, Street sweeper, vactor/jetter trailer, and other related equipment as deemed necessary.
9. Participate in cutting and breaking asphalt and concrete surfaces; construct forms, pour and finish concrete; repair and participate in the pavement of roadways, sidewalks, manholes and related structures; perform concrete repairs, patch work, brick, block walls, and associated masonry work.
10. Maintain shop inventory; assists in stocking supplies, materials and equipment; maintain shop equipment and supplies in a clean and orderly manner.
11. Perform related duties as required.
12. Perform duties unrelated to the water system as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties:

Knowledge of:

Uses and purposes of general construction tools and equipment.
Safe work practices.

Ability to:

- Perform routine tasks in a variety of water distribution maintenance activities.
- Perform heavy manual labor.
- Learn to meter read using a hand held data recording computer.
- Learn conditions and situations that indicate meter failure.
- Learn water rates and billing rules.
- Learn to use and operate a variety of heavy construction and maintenance equipment.
- Work safely in confined spaces with hazardous materials.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

A high school or equivalent diploma and the ability to read write and comprehend at a level necessary for successful job performance.

Experience:

Some experience maintaining and repairing water distribution systems and equipment is desirable.

License or Certificate:

- Possession of a valid Washington State driver's license.
- Obtain a Washington State Department of Health Water Distribution Manager I – In Training certification within six (6) months.
- A Confined Space Certificate within three (6) months of employment
- City's Defensive Driving Course within six (6) months of employment
- Valid Traffic Control Flagging Card within six (6) months of employment
- Valid First Aid/CPR Card within six (6) months of employment
- Asbestos Pipe Removal certificate within six (6) months of employment
- Pump & Motor Maintenance Class within six (6) months of employment

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment: Construction site environment; travel from site to site; work with and in water and around heavy construction equipment; work under ground and in confined spaces; work at heights on scaffolding and ladders; work on slippery and uneven surfaces; work around traffic; exposure to noise, dust, heat and inclement weather conditions.

Physical: Sufficient physical ability to lift up to 50 pounds; bending, stooping, kneeling, and crawling; walking and standing for prolonged periods of time; operating motorized equipment and vehicles.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate equipment.

Hearing: Hear in the normal audio range with or without correction.

REASONABLE ACCOMMODATIONS

Reasonable accommodations may be made in accordance with the Americans with Disabilities Act and the Fair Employment and Housing Act.

This job description does not constitute an employment agreement between the Employer and Employee and is subject to change as the needs of the Employer and requirements of the job change. This job description is not designed to cover or contain a comprehensive listing of all activities, duties, or responsibilities that are required of the employee.

The City of Orting provides equal employment opportunities to all employees and applicants for employment without regard to race, color, creed, religion, sex, sexual orientation, marital status, national origin, age, gender, disability, genetics, or status as a protected veteran.