



Supervisor and shall receive Out of Class pay per the CBA in the absence of the Water Plant Supervisor.

### **REPRESENTATIVE DUTIES**

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

1. Maintain water distribution system including main and service lines, valves, fire hydrants, reservoirs and related equipment; locate and repair service line leaks.
2. Install, repair and replace pumps and motors at pump stations and ground water well sites.
3. Overhaul and maintain hydraulically controlled pressure valves and controls
4. 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.
5. Inspect and assess leaks, operate leak detection and pipe location equipment relative to excavation, tapping and repair of mains and lines; inspect and assess leaks.
6. Read water meters with computerized hand-held machine; field test customer meters for accuracy.
7. Respond to customer water service and billing complaints; check high and low pressure; check for meter leaks and replace meters as necessary.
8. Perform service turn-ons and turn-offs; notify customers of water interruptions and of the type of work to be performed; leave door hangers to notify customers of impending disconnection of service.
9. Operate a variety of heavy construction and maintenance equipment including a dump truck, skip loader, backhoe, trencher, water tank truck and other related equipment; pick up and deliver materials and supplies as necessary.
10. 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.
11. Maintain, update and inspect backflows and fire checks.
12. Service and maintain all air-vacs and blow-offs in the distribution system.
13. Maintain records related to distribution system.
14. Perform traffic control to ensure the safety of service workers and the general public.
15. Record operating hours and usages of water distribution system pumps and motors.
16. Collect water samples for state health department analysis.
17. Assist with equipment maintenance at the water treatment plant.
18. Assist with the City's water conservation program.
19. Monitor inventory of assigned materials and supplies; requisition and restock maintenance supplies, materials and equipment as necessary.
20. Ensure and adhere to safe work practices and procedures including, but not limited to lockout/tag-out and confined space rules and regulations.
21. Oversee the work of lower level staff as required.
22. Perform related duties as required.

**In addition to the above duties, incumbents in Water Operator III positions may perform the following duties:**

1. Provide lead supervision and training to subordinate staff, if assigned; verify attendance and provide initial approval for leave requests, if assigned.
2. Participate in the development of goals and procedures for water system maintenance, operations, and servicing.
3. Estimate time, materials, and equipment required for jobs assigned; utilize specialized software to track inventory, schedule, and account for water distribution equipment; communicate with vendors, obtain quotes; requisition materials as required.
4. Input and create work orders in the database system.

### **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.
- Operational characteristics of water distribution systems.
- Preventative maintenance techniques and procedures.
- Basic NPDES requirements as they pertain to potable water discharges.
- Geographic Information System (GIS) mapping and GPS locating systems.
- Geography and street layout of City and surrounding area.
- Operation and maintenance of related computer software and systems.
- Office procedures, methods, and equipment including computers and applicable software applications.

#### **In addition, Water Operator III must have knowledge of:**

- Principles of lead supervision and training.
- Advanced safety procedures, including confined space entry.

#### **Ability to:**

- Troubleshoot problems in the system including pump station valves.
- Calculate water pressure, volume and flow.
- Perform water sampling duty.
- Operate heavy equipment effectively and safely.
- Work independently in the absence of supervision.
- Perform heavy manual labor.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

#### **In addition, Water Operator III must have ability to:**

- Lead and train staff in the area of work assigned.
- Assign tasks to lower level water distribution staff.
- Interpret, explain, and enforce departmental and City policies and procedures.

## **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:

### **Experience:**

Water Operator I: Graduation from high school, GED or equivalent and one (1) year of experience performing maintenance work in the water field.

Water Operator II: Three (3) years of experience in the operation, maintenance, and repair of motors, pumps, wells, and related equipment.

Water Operator III: Five (5) years of experience in the operation, maintenance and repair of motors, pumps, wells and related equipment.

### **License or Certificate:**

- I: Washington Driver's License – *required*  
Water Distribution Mgr. I – *required*  
Asbestos Pipe Removal – preferred or obtained within 6 months  
Pump & Motor Maintenance Class - preferred or obtained within 6 months  
Basic Electrical Class - preferred or obtained within 6 months  
Confined Space Entry Certificate
  
- II: With the inclusion of the Water Operator I License and Certificate requirements  
Water Distribution Mgr. II – *required*  
Wastewater Operator I - preferred or obtained within twelve (12) months (with incentive pay)
  
- III: With the inclusion of the Water Operator II License and Certificate requirements  
Water Treatment Plant Operator – *required*  
Wastewater Operator I - *required*  
Cross Connection Specialist – *required*

In the event the State of Washington mandates or requires a license or certification, the incumbent will be given twenty-four (24) months, or timeframe specified by the State (whichever is shorter) to obtain such license or certification.

## **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. Exposure to chemicals may be encountered. The incumbent may be required to respond to after-hours emergency call-outs. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**Physical:** Sufficient physical ability to lift and carry; thirty (30) pounds often, fifty (50) pounds occasionally and ninety (90) pounds rarely. Bending, stooping, kneeling, and crawling; walking and standing for prolonged periods of time; operating motorized equipment and vehicles. Must have the ability to perform heavy manual labor: shoveling, digging, lifting, pushing, pulling, and dragging. Work in confined spaces.

**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.*

\_\_\_\_\_  
Public Works Director Signature

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date