

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### Water Distribution Operator I

**Department:** Environmental/Public Works

**Pay Grade:** 506

**FLSA Status:** Non-Exempt

**Job Code:** E826

#### JOB SUMMARY

The purpose of this classification is to perform semi-skilled to skilled tasks for the Water Distribution maintenance crews including, but not limited to: maintenance, detailed inspection, new installation, repair and replacement within the City owned water distribution system.

#### ESSENTIAL JOB FUNCTIONS

- Locates water lines, valves, meters, service lines and appurtenances.
- Conducts tests to ensure that equipment is operating properly.
- Prepares detailed reports and weekly notes and responds to conditions found in field.
- Installs, replaces and repairs fire hydrants, water meters, water taps, and waterlines; bores holes to lay waterlines; repairs water mains.
- Maintains valves and valve boxes;
- Tests and calibrates meters for accuracy.
- Maintains a comprehensive set of records/data related to all maintenance activities in the Water Utility, utilizing various spreadsheets and computer programs to provide this information in a logical manner. Prioritizes the Operations and Maintenance of the water distribution system in conjunction with the Water Utility Manager, Water Distribution Supervisor, and other water distribution utility staff.
- Follows safety procedures, reports unsafe activities and conditions, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals.
- Maintains a comprehensive, current knowledge of applicable policies, procedures, codes, regulations; conducts research and maintains an awareness of new issues, methods, equipment, trends and advances in the profession; reads updates and other professional

literature; maintains professional affiliations; participates in continuing education activities; attends meetings, conferences, workshops and training sessions as appropriate.

- Communicates with supervisor, contractors, employees, other departments, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems; responds to requests for service or assistance.
- Prepares or completes various forms, reports, time cards, supply lists, or other documents.
- Receives various forms, reports, correspondence, equipment operating manuals, procedures, handbooks, reference materials, manuals, or other documentation; reviews, completes, processes, forwards or retains as appropriate.
- Operates general office equipment,
- May operate heavy equipment: backhoe/ track hoe, skid steer, jack hammer, vacuum excavator, and dump truck as necessary to complete essential functions.
- May be required to serve on-call.
- Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

Requires a High school diploma or GED; two (2) years of experience in water distribution or construction field with previous experience in operating equipment is preferred; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

#### **Licenses or Certifications:**

- Must possess or have the ability to obtain a Georgia Water Distribution License.
- Must possess, or be able to obtain within one year, a Level 1A Certified in Soil and Erosion control, trenching and shoring certification, confined space entry supervisor training, GDOT flagger certification.
- Possess and maintain a valid Georgia driver's license with a satisfactory motor vehicle record (MVR). Class A CDL is preferred.

#### **Special Requirements:**

- None

#### **Knowledge, Skills and Abilities:**

- Ability to learn, comprehend, and apply all city or departmental policies, practices, and procedures necessary to function effectively in the position.
- Ability to determine, calculate, tabulate, or summarize data/information. Includes performing subsequent actions in relation to these computational operations.
- Ability to exchange information for the purpose of clarifying details within well-established policies, procedures and standards.
- Ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.
- Ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.
- Ability to perform addition, subtraction, multiplication, and division. May include counting, recording of counts, and basic measuring.

- Ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.
- Ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

#### **PHYSICAL DEMANDS**

The work is heavy work which requires the ability to exert heavy physical effort in heavy work, typically involving some combination of stooping, kneeling, crouching and crawling, and lifting, carrying, pushing and/or pulling of objects and materials of moderately heavy weight (20-50 pounds), which may occasionally involve heavier objects and materials up to 100 pounds. Tasks also require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

#### **WORK ENVIRONMENT**

Work is regularly performed with exposure to adverse environmental conditions, such as dirt, dust, pollen, wetness, humidity, rain, temperature and noise extremes, machinery, vibrations, traffic hazards, or rude/irate customers.

**The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.**

*The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.*