

# Auburn Water & Sewerage Districts Position Description

## Water Operator

**Department:** Water & Sewer

**Reports To:** Water Team Leader

**Effective Date:** February 20, 2020, revised May 2022

**Grade Level:** 1

FLSA Non-exempt

### **GENERAL SUMMARY:**

Under the general supervision of the Water Team Leader, performs skilled and semi-skilled manual labor involving the construction, installation, repair, and maintenance of water distribution system infrastructure. Operates, maintains, and helps repair heavy equipment. Work is performed under general supervision and is subject to review through observation, results achieved, and compliance with generally accepted procedures.

### **ESSENTIAL JOB FUNCTIONS:**

- ◆ Installs, operates, repairs, and maintains all water distribution system infrastructure, including but not limited to mains/pipes, gates/valves, pumps, hydrants, and services.
- ◆ Regularly checks pumps and other infrastructure to ensure proper functioning.
- ◆ Maintains and builds construction barricades, raises manholes, and assists with traffic control.
- ◆ Assists in the flushing of hydrants and water mains, and the thawing of frozen services.
- ◆ Performs water taps to cut holes in pipes.
- ◆ Operates, maintains, and repairs or assists with the repair of light and heavy motorized equipment, such as back-hoe, dump truck, bulldozer, loader, and excavator.
- ◆ Shovels or plows snow from hydrants and pump stations during the winter.
- ◆ Reads, checks, repairs, tests, and replaces water meters. Turns meters on and off as necessary.
- ◆ Follows all applicable AWSD safety procedures and OSHA safety regulations. Attends all safety meetings and training sessions.
- ◆ Assists with the general maintenance of AWSD facilities as required.
- ◆ Performs on-call duty responsibilities as required in order to respond to and resolve water leaks or other distribution system emergencies.
- ◆ May temporarily act as lead person for a small crew in the absence of the Forman/Lead Operator.
- ◆ May perform similar work in assisting with the construction, installation, repair, and maintenance of sewer collection system infrastructure.
- ◆ May assist with watershed patrol and general watershed maintenance.
- ◆ Performs special projects and other related duties as required, directed, or as the situation dictates.
- ◆ Maintains regular, predictable and reliable attendance.
- ◆ Maintains excellent communication and fosters a collaborative working environment with all departments as well as with the public.
- ◆ Places an emphasis on safety, efficiency, quality and productivity.
- ◆ Follows all District Policies.

### **SUPERVISORY RESPONSIBILITY:**

None.

### **EDUCATION & EXPERIENCE:**

Duties require knowledge equivalent to a high school diploma and one to three years of experience in the installation and maintenance of water distribution system infrastructure or similar work involving the operation of light and heavy motorized equipment. Must possess and maintain a Class 1 Water Distribution System Operators

License, and a valid Class B CDL State of Maine driver's license, or the ability to obtain these licenses within 12 months.

**KNOWLEDGE, SKILLS & ABILITIES:**

- ◆ Knowledge of tools, methods, and materials used in the installation and repair of pipes.
- ◆ Ability to learn the operation and maintenance practices of a water supply and distribution system.
- ◆ Mechanical aptitude, including ability to perform simple mechanical maintenance.
- ◆ Physical strength, agility, and endurance to perform heavy manual labor for extended periods of time in all weather conditions. Must be capable of lifting a minimum of eighty (80) pounds.
- ◆ Ability to read and understand water meters.
- ◆ Knowledge of traffic laws, ordinances, and rules involved in the operation of automotive vehicles.
- ◆ Knowledge of the geography of the City including the location of streets.
- ◆ Knowledge of and ability to comply with safety practices and procedures.
- ◆ Must be self-motivated with the ability to work independently with limited supervision or as part of a crew.
- ◆ Ability to carry out verbal and written instructions independently and to follow more detailed instructions with limited guidance.
- ◆ Ability to communicate effectively, to maintain effective work relationships, and to deal with the public in a courteous and tactful manner.
- ◆ Ability to be available to respond to after-hours emergency calls as required.

**WORKING CONDITIONS & PHYSICAL DEMANDS:**

The majority of work is performed outdoors in all weather conditions. Work involves close proximity to environmental hazards, electrical or mechanical devices and equipment, moving mechanical parts, excessive loud noise, and areas of heavy traffic. Work involves heavy manual labor and frequently requires the incumbent to climb, bend, reach, grab, stoop, crouch, dig, and lift/carry heavy objects for extended periods. Often works underground and in cramped or awkward spaces. Operates ladder, shovel, pipe saw, welder, flusher, tapping machines, air compressors, pneumatic tools, hand tools, power tools, and a variety of light and heavy motorized equipment, including backhoe, excavator, dump truck, bulldozer, tractor, loader, and excavator.

***The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.***

**\*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

***This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.***