**JOB DESCRIPTION**

**Job Title:** Licensed Operator

**Reports To:** Management

**Department:** Operations **FLSA Status:** Non-Exempt

**Approval Date:** November 09, 2010

**Base Pay Scale:**

Operator Trainee $12.00 per hour - No license or experience . Requires constant supervision by a licensed operator.

Operator III $13.00 per hour - Has license and some experience. Requires frequent supervision.

Operator II $14.00 per hour - Same as Op. III. Must have more experience and able to work on their own and well with others. Requires little supervision.

Operator I $15.00 per hour - Same as Op. III and II. Must be able to perform all aspects of operating the plants and maintaining the distribution system. Must be able to coordinate and facilitate the completion of all water system functions and projects. Requires no supervision.

Classification of individual operator or supervisor levels will be the responsibility of the General Manager and requires Board approval.

**SUMMARY:** The position is directly responsible to the Management for the operation and maintenance of the utility’s wells, storage and pumping facilities and distribution system. Duties will include meter services, repairing lines, collecting samples, performing quality and chemical test, submitting samples, maintaining required reports for the treatment of ground water and operational control of the transmissions system.

**ESSENTIAL JOB FUNCTIONS**

* Performs mechanical tasks in the repair, adjustment and maintenance of the water plants and distribution system.
* Conducts regular inspection and preventative maintenance on equipment.
* Collect data on wells according to established schedules, including water testing and use.
* Maintains and monitors disinfection and chemical feed equipment for the wells.
* Collects water samples, conducts physical and chemical tests of samples according to established procedures.
* Maintains records of all testing.
* Responds to and investigates consumer complaints.
* Installs new water lines and meters for customer service.
* Assists in the location and marking of water services and mains as directed by the supervisor.
* Repairs line breaks.
* Assists in maintaining up-to-date maps showing valve and line locations.
* Investigates leaks and repairs as necessary.
* Repairs and/or replaces malfunctioning meters.
* Records meter readings for all locations on assigned routes.
* Investigates locations with unusual meter readings to check for leaks or other problems.
* Must be willing to work overtime hours when deemed necessary by circumstances in the system.
* Recommends treatment and transmission system improvements and expansions to the General Manager.
* Continue to be educated in all aspects of operating and maintaining a water system.
* Submit accurate and timely reports to the General Manager as directed.
* Be honest, loyal, and fair with District employees, District Board of Directors, and District Customers.
* Other duties as assigned.

**These responsibilities are a very important part of providing safe potable water services to our customers in the most efficient and cost-effective manner possible.**

**QUALIFICATIONS AND REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND/OR EXPERIENCE:**

Must be a high school graduate or equivalent. Minimum of one (1) year of college or two (2) years experience in a ground water system. Grade “C” Ground Water license or higher is desired. Must have or obtain a Commercial Driver’s License for any required vehicle owned by the District.

**TECHNICAL SKILLS:**

* Knowledge of process equipment involved in ground water production, treatment and distribution desirable.
* Understanding of operational, administrative, and accounting practices and procedures involved in successful ground water system operation.
* Ability to prepare reports and maintain operational/equipment logs and records.
* Ability to conduct water quality tests when required.
* Ability to establish and maintain effective communications and working relationships with other employees.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to work near moving mechanical parts and risk of electrical shock. The noise level in the work environment is usually moderate.

**PHYSICAL DEMANDS:**

The physical demands described here 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 functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel; reach with hands and arms and talk or hear. The employee is required to stand, walk, climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 100 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision and depth vision.

**TYPICAL MENTAL DEMANDS:**

Must be able to analyze many variables and choose the most effective course of action for the District at any given point in time. Must handle novel and diverse work problems on a daily basis. Personal maturity is an important attribute. Must be able to resolve problems, handle conflict, and make effective decisions under pressure. Must have long attention span in order to listen to people at all levels in the District.