

## **CITY OF TOPPENISH**

### **Class Specification**

**Title:** Water Distribution Operator II

**Department:** Public Works

**FLSA Status:** Non-Exempt

**Reports To:** Public Works Supervisor

**Effective Date:** January 1, 2009

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### **General Summary**

Operate and monitor water system ensuring appropriate and efficient operation. Ensure compliance with all Federal, State and environmental requirements and permits as well as protects the environment. Conduct water analysis/laboratory tests and create/maintain required records. Administer chemicals to ensure proper water quality. Perform routine and preventive maintenance on water system, telemetry, AMR meter systems, backflow systems and related water facilities.

### **Essential Functions/Major Responsibilities**

- Knowledge of methods, materials and techniques used in waterworks systems for maintenance of the water system including telemetry, backflow, and cross-connection and automated meter reading programs.
- Operate water system equipment to control the production, storage and distribution of water to ensure continuous supply of potable water.
- Interpret readings from meters, charts, instruments and gauges and make adjustments to equipment accordingly.
- Collect a variety of mandated water samples and perform routine laboratory analyses.
- Administer chemicals to ensure proper water quality.
- Provide preventative and routine maintenance, trouble shooting and repair on facilities, infrasture and equipment.
- Maintain a variety of logs and records for chlorine, fluoride, flow data, hours of pump operation and posts data for reports to be submitted to the State and Federal agencies.
- Knowledge of applicable codes, ordinances, regulations and safety practices.

### **Secondary Functions**

- Maintain and operate wells, water towers, distribution system, treatment systems and related telemetry and metering systems.
- Conduct laboratory analysis of fluoride and chlorine.
- Order products and supplies to maintain an efficient inventory of water system materials.
- Knowledge of the equipment, tools and supplies required to accomplish water system operations.
- Provide training/guidance to other personnel and ensure safety procedures are followed.
- Serve as a liaison between management, engineers and regulatory authorities.
- Perform other related duties as assigned.

### **Job Scope**

Position encounters recurring work situations with occasional variations from the norm. Job involves a moderate degree of complexity or difficulty due to the calculations of data which are performed and the laboratory apparatus/equipment used. Operate from established and well known procedures. Perform duties with little direction given. Work is not normally checked or verified by others. Errors in work or judgment could cause injury or death to others, or the loss of well, water tower, infrastructures and/or equipment. Decisions are normally made within prescribed guidelines.

### **Supervisory Responsibility**

The position has no formal supervisory responsibilities, but provides guidance, as necessary, to lower level employees in workgroup. Knowledge of health and safety hazards associated with water distribution as well as WISHA and OSHA laws.

### **Interpersonal Contacts**

Contacts are normally made with others within the City organization. Most contacts are made either on a face-to-face basis or through the telephone. Contacts are seldom about confidential/sensitive matters. Contacts are usually made on own initiative.

### **Communicate With the Public**

Respond to customer complaints concerning water use and water quality and off-hours water service emergencies such as frozen meters during the winter months. Ensure customers are treated courteously and incidents are accurately recorded.

### **Specific Job Skills**

Possess a good knowledge of water distribution management operations. Knowledge of related operational procedures, materials, equipment and practices. Ability to perform problem analysis, perform basic math, and creatively solve work problems. Possess strong interpersonal skills and the capacity for teamwork. Ability to speak, read, write and understand English as well as communicate effectively verbally, in writing at a level necessary for efficient job performance. Ability to make decisions based on sound judgment leading to logical conclusions. Mental activities required include using independent judgment, decision making, applying interpersonal and customer service skills, and participating in a creative team environment. Physical activities require standing, walking, bending, reaching stooping, kneeling, grasping repetitive motions of hands/wrists, talking, hearing, and smelling.

### **License Requirements**

- Possess and maintain valid State Department of Health Water Distribution Manager II Certificate of Competency
- Possess and maintain a WA State Drivers License with a Class B Commercial Driver's License (keep an insurable driving record as per the City's insurance provider)
- Possess and maintain valid WSDA Pesticide/SPI License
- Possess and maintain valid Traffic Flaggers card
- Possess and maintain valid First-Aid card

### **Education and/or Experience**

Position requires high school diploma or equivalent. Position requires a current Water Distribution Manager II Certification and a minimum of two to four years practical experience or equivalent education and/or experience.

### **Job Conditions**

Position requires constant standing. Ability to lift or carry up to fifty pounds. Constant exposure to lethal or hazardous chemicals, gases, bacteria, etc. Required to be in an "on-call" status. Performs work in various types of extreme weather conditions.

APPROVED:

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William C. Murphy, City Manager