

## OPERATOR SERIES

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **SUMMARY DESCRIPTION**

Under immediate supervision (Entry Level) or general supervision (Operator Series), performs skilled maintenance, repair, and construction work on the potable water distribution system and wastewater collection system for the Centerton Water & Sewer Department; operates maintenance and construction tools and equipment; performs a variety of maintenance tasks relative to water distribution and wastewater collection.

### **DISTINGUISHING CHARACTERISTICS**

**Entry Level:** This is the entry level class in the Operator series. This class is distinguished from the Operator Levels by the performance of the more routine tasks and duties assigned to workers in this series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters related to established procedures and guidelines as are positions allocated to the progressive level series. Since this class is typically used as a training class, employees may have only limited or non directly related work experience. Employees work under immediate supervision while learning job tasks.

**Operator Series:** This is the full journey level class within the Operator series. There are five levels in the series that will be described in detail in the “Position Progression Scale” portion of this document. These classes are distinguished from the Entry Level by the assignment of the full range of duties. Employees in the Operator Series receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies within the work unit. Positions in these classes are flexibly staffed and are normally filled by advancement from the Entry Level.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Handle complaints and answer questions from the public.
2. Make minor adjustments on service equipment; maintain tools and equipment in working order.
3. Maintain logs of daily activities.
4. Operate and maintain collection lines, system equipment, and wastewater collection lines and facilities; inspect residential and commercial service issues.
5. Monitor and adjust water production and treatment equipment.
6. Lay and fit pipelines; make water line taps; install water services, fire hydrants, valves, and other water devices.
7. Perform field duties related to the water system; take water samples and inspect new construction.
8. Excavate trenches and install shoring.
9. Identify service and main leaks; operate pipe locators; install and inspect backflow devices.
10. Read and update water distribution maps and as-built plans and blueprints.

# Centerton Water & Sewer Department

## **Operator Duties (Continued)**

11. Clean and monitor pump stations and related equipment.
12. Perform emergency repairs to water lines as necessary; establish proper traffic control devices.
13. Repair, maintain and install water meters and related service lines; read meters; turn services off and on as necessary.
14. Perform underground service alert locating, marking and notification.
15. Perform related duties as required.

## **QUALIFICATIONS**

*The following generally describes the knowledge and ability required and/or be learned within a short period of time to successfully perform the assigned duties.*

### **Minimum Requirements:**

- High School diploma or Equivalent thereof.
- Possession of a valid driver's license.

### **Knowledge of:**

- Principles and practices of water distribution maintenance and repair.
- Basic principles of water treatment and wastewater collection.
- Common tools, materials, and motorized vehicles and equipment used in the maintenance and repair of a water distribution and wastewater collection systems.
- Pumps, valves and backflow devices.
- Basic mathematical principles.
- Safe work practices and policies.

### **Ability to:**

- Work with the variety of tools related to water and wastewater system maintenance.
- Learn to safely operate a variety of maintenance equipment.
- Perform heavy manual labor.
- Perform semi-skilled maintenance duties.
- Understand and follow oral and written instructions.
- Read and understand schematic diagrams.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain professional attitude, appearance and communication with the general public and customers.

## **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:** Work is performed primarily in an outdoor field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, mechanical and electrical hazards, and all types of weather and temperature conditions; work in or around water; exposure to hazardous traffic conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; work at heights; incumbents may be required to respond to emergency and public calls after hours including evenings and weekends.

**Physical:** Primary functions require sufficient physical ability and mobility to work in a field environment; to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to climb unusual heights on ladders; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.