

# City of Grafton Position Description

## WATER WORKS OPERATOR I

### **DESCRIPTION OF WORK**

**General Statement of Duties:** Receives training in and performs semi-skilled work in the routine operation, servicing and minor maintenance of equipment in a water treatment plant and water distribution system.

**Supervision Received:** Works under close supervision of Water Works Operator II or III.

**Supervision Exercised:** None.

**Examples of Work:** (Any one position may not include all of the duties listed nor do the listed examples include all duties which may be found in positions of this class.)

Receives instruction and training in the operation of plant equipment to control the flow and maintain the proper levels of treatment.

Receives orientation and training in the performance of a variety of tasks including the inspection and servicing of equipment and the monitoring of chemical feeders, motors, gauges, valves, meter and distribution system maintenance.

Operates filters, takes samples to determine that all treatment facilities are operating efficiently and takes corrective steps where necessary.

Makes periodic rounds of the plant to check equipment operation and flow meters; maintains chemical feeder levels.

Records all flow meter readings, water analysis checks, water and chemical flow and all maintenance performed.

Performs a variety of buildings and grounds maintenance as assigned.

Checks and thaws all fire hydrants, valves and valve boxes.

Assists in drilling for and locating water line breaks; assists in repair and replacement of watermains, fire hydrants, valves and valve boxes as required.

Performs special water meter readings; checks errors in meter readings and high water consumption.

Performs service inspections and makes minor adjustments and repairs of faulty water meters; replaces older or damaged meters.

Performs minor maintenance and repair of meters in the field wherever possible.

Checks service to new or vacated homes; removes meters for repair and installs new and repaired meters as required.

Installs or assists in the installation of remote readers where needed or requested.

Locates services and turns on and off water services when necessary.

Inspects meters and visible plumbing to see that they are functioning properly and reports any defects or malfunctions to the appropriate authority.

Periodically checks raw water pumping station located at the Red River; performs routine preventative maintenance and performs complex repair and replacement of equipment as required.

Performs related work as required by the organizational unit's work procedures.

## **MINIMUM QUALIFICATIONS**

**Education and Experience:** High school graduation or technical/trade school and limited related experience or any equivalent combination of education and experience.

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

Some knowledge of chemistry.

Some knowledge of simple mathematics.

Ability to use a computer for word processing and spreadsheet applications.

Ability to learn the operation of motors, pumps, meters, electrical systems and related equipment in a water plant.

Ability to make accurate readings, keep records, and prepare reports.

Ability to follow verbal and written instructions.

Ability to recognize the hazards associated with the work.

Ability to work efficiently and react to situations that develop.

Ability to establish and maintain effective working relationships with employees and the public.

Ability to lift 50 pounds.

Possesses a valid North Dakota driver's license.

Ability to obtain a commercial driver's license (Class B) with a tanker endorsement within six months of employment.

**Necessary Special Requirements:**

Appropriate North Dakota Water Plant Operator Certification within two years as required.