

BIRCH BAY WATER & SEWER DISTRICT

JOB DESCRIPTION: Water Utility Operator

General Function:

The Water Utility Operator is responsible for maintenance and operation of the water distribution system and related facilities & equipment under direction of the Water Utility Foreman and the Operations' Department Manager.

Minimum Qualifications:

1. High School graduate or equivalent.
2. Two (2) years performing operations and maintenance work in a water distribution system or other closely related experience and training.
3. Ability to obtain Water Distribution Specialist Certification within one year.
4. Ability to lift and carry up to 100 pounds
5. Mechanical aptitude, experience and ability to use a wide variety of hand & power tools.
6. Ability to function effectively as a team member and communicate effectively with the public and other District employees.
7. Ability to obtain CDL certification within 1 year of hire.
8. Ability to obtain valid Washington State Flagging and Traffic Control Card.
9. Ability to obtain A/C Pipe Safe Work Practice Certification.
10. Ability to obtain First Aid / CPR Certification.
11. Ability to work outdoors in inclement weather.
12. Ability to adhere to all safety requirements.
13. Ability to work overtime and on weekends and holidays when required.
14. Ability to use computers, log on, read/write emails, with the ability to learn to update and maintain records utilizing Excel, Word, and similar software programs; maintain access and passwords in confidential manner
15. Ability to operate (or learn to operate) specialized and construction vehicles & equipment in a safe and efficient manner.
16. Ability to climb ladders and tall reservoirs
17. Non-smoker; no full-face beard (must have ability to wear respirator)
18. Valid Washington State Driver's License with a safe driving record
19. Background Check and Driver's Abstract *may* be required - Position requires integrity, independent public interaction, and extensive driving

Preferred Qualifications, all minimum qualifications plus:

- Current CDL certification
- Current Water Distribution Specialist (and related) Certification(s)
- Current WA State Flagging and Traffic Control Card
- Current A/C Pipe Safe Work Practice Certification
- Current First Aid/CPR Certified.

- Knowledge and experience with the principles of water distribution systems, pumps and mechanical systems, electronics & instrumentation, programmable controllers, and SCADA systems.
- Experience and proficiency with construction equipment, including backhoes, excavators, dump trucks, compactors, shovels, chop saws and power tools
- Computer proficiency – Windows, Word, Excel, Email, Access, and related programs

Duties and Responsibilities:

1. Maintain effective communication between employees and management and between the District and its customers.
2. Under general direction of the Operations Department Manager and direct supervision of the Water Utility Foreman, perform the following tasks:
 - a. Perform water distribution system operation, maintenance, repair & installation, including main repairs, valve operation and isolation, main flushing; water main & reservoir cleaning and disinfection; underground facility locating; flagging and traffic control.
 - b. Take bacteriological water samples on a regular basis, other samples as required.
 - c. Read water meters, including leak investigation, shutoff and service restoration, and assist with delinquent account collection.
 - d. Respond to water quality issues and customer complaints, investigate and remedy, respond to customer(s).
 - e. Maintain facilities, including cleaning, painting, landscaping, and minor construction.
 - f. Operate and maintain large motorized equipment such as backhoes, pickups, trailers, service trucks, hydro-excavator, dump trucks, boom trucks.
 - g. Operate and maintain small equipment such as hydraulic tools, power cut-off saws, chain saws, tapping machine, and air compressor.
 - h. Make water system adjustments, modify setpoints and controls as necessary to maintain.
 - i. Read and decipher plans, perform basic inspections of water mains, services, and piping. Ensure installations conform to District Standards.
 - j. Maintain all necessary Operator certifications throughout length of employment.
3. Follow all District policies and procedures and other applicable rules and regulations. This includes but is not limited to national and state water quality standards and established safety procedures.
4. Assume standby duty on a rotating basis (including nights, holidays, and weekends) and carry on-call pager or cell-phone. Must remain in local area with reasonable response time (< 40 minutes to the District's Offices) when on standby.
5. Respond and assist with water emergency call-outs as necessary.
6. Perform other duties as assigned.