

City of Hailey
Job Description
JOB TITLE: Water Operator
Wages DOE

SUMMARY: Performs a variety of skilled and semi-skilled duties in the operation, maintenance and repair of the City's water distribution system and associated facilities. Will assist as assigned in the operation of the City of Hailey's potable water system ensuring compliance with relevant Department of Environmental Quality and other regulations applicable to a large scale drinking water system. Does related work within the Public Works Department as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Operate, maintain and repair pumping facilities to control flow and treatment of water;
- Regularly monitor system function through reading gauges, meters and control panels;
- Make daily rounds of the system performing a variety of duties pertaining to water maintenance and operation, building maintenance, snow removal and landscape maintenance;
- Monitor chemical supplies and change chemical cylinders as required;
- Wear Self Contained Breathing Apparatus (SCBA) as required to enter confined spaces or change chemical cylinders
- Collect water samples for chlorine and bacteriological tests;
- Inspect, flush, clean and perform minor to major repairs of water mains and water service lines;
- Make taps and install water meter vaults for new water services;
- Assist in operation and maintenance of heavy equipment such as backhoes, front loaders and trucks;
- Flush, repair and replace fire hydrants
- Carry the water department after hours emergency cell phone, as assigned, on a 7-day rotation;
- Respond to emergency calls as needed;
- Is expected to work odd hours and on holidays as the job duties requires;
- Perform related or miscellaneous duties related to City facilities or lands as required.
- Performs emergency management support to ensure continuity of government operations as required

WORKPLACE ROLE:

- Responsible for maintaining a respectful workplace;
- Responsible for the enforcement of safe work practices at all times on the job site;
- Responsible for timely filing of all incident reports, safety incidents, or accidents.

SUPERVISION RECEIVED FROM:

- Public Works Director
- Water Department Head
- Water Foreman

QUALIFICATION 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:

- High school graduation or equivalency;
- Knowledge and ability to work with all department and city safety policies;
- Knowledge and ability to work with and enforce all applicable laws, rules, ordinances;
- Sufficient experience and education to read, understand and record a variety of data used in a drinking water distribution system;
- Knowledge of basic computer operations;

LANGUAGE SKILLS:

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations;
- Ability to assist in writing reports, safety documents, and procedure manuals.

MATHEMATICAL SKILLS:

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals;
- Ability to compute rate, ratio, and percentages;
- Ability to measure and understand impact of projects, including the indirect cost factors of the department or City;
- Ability to use the mathematical, maintenance and financial software applications of the City.

REASONING ABILITY:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists;
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form;
- Ability to analyze and understand the organizational culture of the City of Hailey;
- Refrain from exposure to risk, conflicts of interest, violations of laws, rules, or ordinances, and unsafe practices.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Possess a valid State of Idaho driver's license and ability to maintain insurability under City's policy;
- Possession of State of Idaho Water Distribution Certification or the ability to obtain within 15 months from the start of employment;
- Possession of a Class A CDL or the ability to obtain within 6 months from the start of employment
- Possession of a high school diploma or equivalency;

OTHER SKILLS and ABILITIES:

- Thorough knowledge of materials, methods and equipment used;
- Keep records and make detailed reports;
- Establish and maintain an effective working relationship with subordinates, peers and the public.
- Ability to establish and maintain proactive customer relations with the vendors and merchants of the City, the employees of the City, all public and elected officials;

- Ability to provide the necessary leadership to maintain a respectful workplace;
- Skill in the operation of assigned vehicles and equipment;
- Skill in the operation of hand tools, power tools and mechanical equipment required for the work in a safe and efficient manner;

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.

- Regularly required to use hands to handle, or feel objects, tools, or controls;
- Reach with hands and arms; and talk or hear.
- Frequently is required to stand, walk, sit, climb or balance;
- Frequently is required to stoop, kneel, crouch, or crawl; and smell.
- Regularly lift and/or move up to 25 pounds,
- Frequently lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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.

- Works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and vibration.
- Works outside in any and all weather conditions.
- Available to assist in emergency situations that pertain to the City's water system as well as other emergencies that the City of Hailey may be required to respond to and need assistance from Water Division staff.