

## **Water Operator I**

**DATE:** Adopted 08/07, Revised 04/18

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**CLASSIFICATION:**

Non-Exempt

**SALARY GROUP/GRADE:**

C-1

**DEPARTMENT:**

Water

**JOB DESCRIPTION:**

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**Summary/Objective**

The Water Operator I is responsible for assisting in all aspects of the city water works. Duties include installation, repair, construction, and maintenance of the City's water treatment plant, wells and lines; reading water meters; determining and recording water usage; resetting and retagging meters and performing necessary maintenance work; take final readings; collecting water samples and assisting in locating mains and services.

**DISTINGUISHING CHARACTERISTICS:**

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Water Operator I generally reports to and takes direction from the Water Superintendent.

**ESSENTIAL FUNCTIONS:**

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Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Assist in installation, repair, construction, and maintenance of the City's water treatment plant, wells and lines.
2. Read water meters including: determining and recording water usage; resetting and retagging meters; and performing necessary maintenance work.
3. Look for problems with water meters including: checking for errors in readings, leaks, high consumption, and test meters for accuracy.
4. Take final readings for new or vacating occupancies.
5. Collect water samples at various locations and tests for fluoride content, chlorine residual, phosphate and related tests in accordance with standard procedures.
6. Start and stop motors, pumps, filters, chemical feeders and other equipment as needed.
7. Posts Notification when authorized.
8. Encourage and promote compliance with safety rules and the use of safety equipment.
9. Assist other City departments as directed.
10. Perform other duties of a similar nature or level.
11. Must be available to respond in emergencies or unusual situations outside of the normally assigned work periods.
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13. Position requires on call 24-hour for water emergencies.

**QUALIFICATIONS (POSITION REQUIREMENTS AT ENTRY):**

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- Principles and practices of public works planning, development and operations.

- Operation of mechanical and electrical equipment used in the filtration and pumping.
- Principals, practices and procedures used in water treatment.
- Chemistry as applied to water treatment.
- Construction techniques, applications operational hazards, and safety precautions.
- OSHA regulations.
- Computer software.
- City, State and Federal laws.
- Equipment uses and practices.

#### **SKILLS AND ABILITIES (POSITION REQUIREMENTS AT ENTRY):**

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- Inspect maintenance projects, new water taps, new water main, and repair to water system.
- Inspect for new installation or water meter(s).
- Use computers and related software applications.
- Perform mathematical analyses involving price/quantity, depth/height, width, volumes, square footage and yardage, and other such calculations.
- Communicate and maintain effective working relationships (both orally and written) with staff, citizens, subordinates, supervisors, contractors and vendors sufficient to exchange or convey information and to receive work direction.
- Perform strenuous work outdoor for an extended period of time.

#### **TRAINING AND EXPERIENCE (POSITION REQUIREMENTS AT ENTRY):**

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High School Diploma or General Equivalency Diploma (G.E.D.)

#### **LICENSING REQUIREMENTS (POSITION REQUIREMENTS AT ENTRY):**

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- Iowa Class B CDL Vehicle Operator's License with air brake endorsement.
- Public Water System Certificate or the ability to obtain such license within a reasonable amount of time (1 year).
- Iowa Grade I Water Treatment Certificate.
- Iowa Grade I Water Distribution Certificate.

#### **ESSENTIAL PHYSICAL ABILITIES:**

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*Job Classification: Heavy.* See Appendix 1 for physical demand characteristics of job.

Ability to traverse variable terrain conditions not accessible by vehicle including but not limited to, construction work sites, trimming trees and heavily vegetated areas, checking ceilings and roofs on steep slopes of treatment buildings.

May be subjected to dirt/dust, fumes/odors, moving machinery, noise, vibration, visual strain, wetness/humidity, working on uneven ground, mechanical hazards, chemical hazards, electrical hazards, fire hazards, and bodily injury. May be exposed to extreme temperatures, long hours, and weekend and holiday duties.

Physical ability to perform variety of activities as needed including: shoveling, using a variety of hand and power tools, repetitive lifting up to 60 pounds and climbing (including using ladder).

**SUPERVISORY RESPONSIBILITY:**

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This position has no supervisory responsibilities.

**POSITION TYPE AND EXPECTED HOURS OF WORK:**

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This is a full-time position. Days and hours of work are Monday through Friday 7:00 a.m. to 3:30 p.m., 40 hours per week. Occasional evening, weekend and holidays work may be required as job duties demand.

**CITY OF HIAWATHA, IOWA**  
**CLASS TITLE: Water Operator I**  
**APPENDIX 1 Physical Demand Characteristics**

<b>ACTIVITY</b>	<b>0% Never</b>	<b>&gt;0-10% Rare &gt;0-10 min/hour (1 - 10 /shift)</b>	<b>11% - 33% Occasional 11-20 min/hour (11 - 100/shift)</b>	<b>34% - 66% Frequent 21-40 min/hour 101 - 300/shift</b>	<b>67% - 100% Constant 41-60 min/hour 301+/shift</b>
<b>1. SIT</b>				X	
<b>2. WALK</b>				X	
<b>3. STAND (stationary)</b>		X			
<b>4. CLIMB Ladder</b>		X			
<b>CLIMB Stairs</b>		X			
<b>5. BALANCE</b>			X		
<b>6. FORWARD BEND</b>		X			
<b>7. KNEEL</b>			X		
<b>8. CROUCH</b>		X			
<b>9. SQUAT</b>			X		
<b>10. CRAWL</b>		X			
<b>11. TWIST</b>		X			
<b>12. REACH Forward</b>				X	
<b>REACH Overhead</b>			X		
<b>13. SIMPLE GRASP</b>					X
<b>14. FIRM GRASP</b>		X			
<b>15. PINCH</b>		X			
<b>16. DEXTERITY</b>			X		
<b>17. COMPUTER WORK</b>		X			
<b>18. WRIST MOTION</b>			X		
<b>19. BOTH HAND USE</b>				X	
<b>20. BOTH LEG USE</b>					X

ACTIVITY	Never	>0-10% Rare (1x/hour)	11% - 33% Occasional (1x/15 minutes)	34% - 66% Frequent (1x/5 minutes)	67% - 100% Constant (1x/30 seconds)
21. HEARING					X
22. VISION					X
DEPTH/COLOR					X
23. INSIDE WORK				X	
24. OUTSIDE WORK				X	
25. HEAT EXPOSURE				X (seasonal)	
26. COLD EXPOSURE				X (seasonal)	
27. VIBRATION EXP.		X			
28. OPERATE MV					X
29. OTHER EQUIPMENT		X			
<b>EQUIPMENT:</b> skid loader, back hoe, end loader, bucket truck					
LIFT/CARRY PUSH/PULL					
Up to 10 lbs.					X
11 - 15 lbs.			X		
16 - 25 lbs.		X			
26 - 35 lbs.		X			
36 – 50 lbs.		X			
51 – 75 lbs.		X			
76 – 100 lbs.		X			
Over 100 lbs.		X			
Weight of Various Equipment	Tool box or bucket 40-50#; average trash can with trash 20#; fire hydrant with bonnet and caps 153#; carboy of fluoride 150# (55# force push/pull)				

#### OTHER DUTIES:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**SIGNATURES:**

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This job description has been approved by all levels of management:

Manager\_\_\_\_\_

HR\_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee\_\_\_\_\_ Date\_\_\_\_\_