

# CITY OF ODESSA, MISSOURI

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## CITY OF ODESSA, MISSOURI JOB DESCRIPTION

<i>Position Title</i>	<i>Water Operator</i>
<i>Department</i>	<i>Water</i>
<i>Working Title</i>	<i>Water Operator</i>
<i>Supervisor</i>	<i>Water Superintendent</i>
<i>Grade</i>	<i>8</i>
<i>Starting Pay</i>	<i>\$12.24 / hour</i>
<i>Position/Category</i>	<i>Regular/Full-time</i>
<i>FLSA Classification</i>	<i>Non-Exempt</i>
<i>Revised</i>	<i>07/2018</i>



### **Primary Purpose:**

Performs skilled technical work in the operation and maintenance of the water systems assuring the public has safe and reliable drinking water.

### **Supervision:**

Under the general direction and supervision of the Water Superintendent.

### **Essential Duties and Responsibilities:**

#### *Processing Activities*

- Daily operation of water plant
- Collects water samples, conducts specific tests to measure quality of the water sample assuring accuracy by following the correct protocol for each test
- Analyzes test results
- Records test results on daily work sheets. Assures that the chemicals are properly balanced at all times
- Conducts regular follow up testing and monitoring of water in the treatment process
- Conducts a procedure of back washing of filters on a regular and routine basis
- Follows the Standard Operating Procedure guidelines

#### *Maintenance Activities*

- Conducts a physical inspection of malfunctioning equipment, makes a diagnosis, and perform the required maintenance
- Follows a preventative maintenance plan assuring thoroughness and the proper operation of all equipment
- Disassembles, cleans, and maintains adequate supplies and equipment to make necessary repairs and inspections of water meters to assure accuracy of meter operations
- Communicates on a regular basis with all supervisors on department operations

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## *Remote Well Monitoring*

- Daily monitors the water wells
- Notifies supervisors of any well malfunction on a timely basis. In some instances will take the required correction action

## *Distribution System Activities*

- Receives and completes work orders involving water, line leaks, meter repairs, meter pits, fire hydrants, and data collection
- Uses locator to determine line location and makes appropriate site marks
- Responds to emergency situations involving line leaks and line locations as required assuring for safety and timeliness
- Participates in the monthly meter reading process as assigned by supervisor
- Takes part in the city's on call service

## *Other Duties*

- All other duties as assigned including but not limited to:
  - General laborer
  - Assist in mowing city properties
  - Assist Street and Wastewater departments as directed by supervisor

## **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.

- Working knowledge of water treatment and distribution operations
- Valid Missouri driver's license
- Must be able to work without immediate supervision.
- Must be eighteen (18) years of age or older
- Must have reliable transportation
- Must have a reliable telephone service
- Must be able to participate in a rotating after hours on call schedule

## **Experience, Education and Training**

- High School diploma or equivalent
- One year experience as a water operator
- Achieved State of Missouri Water "C" or "D" License
  - This job description applies to all levels of licensing for water operators

## **Physical Requirements**

Performs bending, squatting, climbing, kneeling, and reaching both to ground level and overhead; push and pull, lift and carry up to approximately fifty (50) pounds; hold and grip objects. Subject to prolong walking, sitting, standing and working in awkward positions. The ability to operate a computer keyboard and mouse.

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## **Working 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.

While performing the duties of this job, the employee will work in outside weather conditions. In addition the employee will work near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and vibrations. The employee occasionally works in cramped spaces and could be occasionally exposed to fumes or airborne particles, toxic or caustic chemicals. Subject to dealing with confrontational individuals.

## **Miscellaneous Requirements**

Must be able to successfully complete a background investigation and pre-employment drug test. Must submit to periodic drug testing as required by applicable law. Late hours, weekend, and holiday work may be required depending on assignment. Subject to emergency call-in.

## **General Comments**

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job will involve some overtime work, but not on a regular basis. Employees are cross trained to assist within other public works departments.

The job description does not constitute an employment agreement between the employee and employer and is subject to change by the employer as the needs of the employer and requirements of the job change.