

Best Water! Best Service!



Gardnerville Water Company
1579 Virginia Ranch Road
Gardnerville, NV 89410
Phone (775) 782-2339
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www.gardnervillewater.org

Operator I Job Description

SUMMARY:

Responsible for performing a variety of skilled technical duties and semi-skilled labor in the operation, maintenance, repair, and construction of the Gardnerville Water Company's water system, including water production and distribution systems, metering, pressure regulators and customer service response, with a strong emphasis on water quality monitoring, sampling and reporting.

QUALIFICATIONS:

- Graduation from High School or equivalent
- Valid Nevada Driver's License (or ability obtain within 3 months of employment)
- Valid Nevada Class B Driver's License (or ability obtain within 12 months of employment)
- Valid State of NV Water Distribution Grade I (or ability obtain within 3 months of employment)
- Must be able to pass a complete background investigation and drug test
- Must have a maximum 30-minute response time to GWC Office for emergencies (or ability obtain within 6 months of employment)

WORK HOURS: Monday through Friday 7:30am to 4:30pm. 40 hours per week.

SALARY: \$18.50 to \$26.00 per hourly; \$38,480 - \$54,080 Annually

BENEFITS: 10 paid holidays; vacation and sick leave; employer paid health, dental, life, vision, and health reimbursement account; and IRA with company matching up to 3% of contribution.

ESSENTIAL FUNCTIONS:

- Under supervision, operates the water production and distribution systems; checks operation of valves, pumps, and equipment; adjusts, cleans, and maintains pumps, valves, metering equipment, sampling stations, compressors, motors and their controls, pressure regulators and other equipment.
- Under supervision, lubricates and performs adjustments to pumps and valves; records and logs test results, gauge readings and observed conditions.
- Under supervision, monitors water quality and collects samples for analysis at wells and sampling points throughout water system; performs routine tests on samples; checks flow data records, system pressures and adjusts settings on equipment as needed.

- Assists in performing water system construction and maintenance tasks; assists in locating, repairing, and maintaining water line breaks and/or leaks; assists in the repair and installation of all water appurtenances.
- Performs utility line location and position marking.
- Performs meter testing and fire hydrant flushing.
- Drives a variety of light and heavy vehicles and construction equipment.
- Performs operational and safety checks of vehicles and equipment before use; checks fuel and fluid levels, air pressures, hydraulic systems and lubrication points; performs lubrication of essential parts; performs minor adjustments and preventive maintenance and reports the need for major maintenance repairs.
- Excavates and back fills trenches using hand and power tools; repairs, installs, and maintains water lines, water meters and related facilities; cuts pipes, installs tapping valves, and makes hot taps; lays pipe and installs valves, meters and fire hydrants.
- Participates in groundskeeping, snow removal and storm drainage operations as needed.
- Observes safe work methods and uses safety equipment; secures work sites from traffic hazards as necessary; attends safety meetings. Checks job sites for potential hazards including confined space.
- Maintains and services a variety of test equipment and hand and power tools.
- Installs, adjusts and troubleshoots pressure regulating valves, meters and chemical pumps.
- Distributes billing late notices; activates and terminates water meters and assists with customer service requests.
- Responds to questions and complaints from the public.
- Responds to emergency callouts, perform stand-by duties as required and resides within a 30-minute response time to GWC Office.
- Prepares and maintains records of work performed and materials used.
- Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a team.
- Other duties as required.

OTHER KNOWLEDGE, SKILLS & ABILITIES:

- NAC 445A, NDEP Schedule A water sampling plans and applicable traffic laws and ordinances.
- Safe work methods and safety regulations pertaining to the work.
- Record keeping practices.
- Computer software programs to include SCADA, asset management and GIS mapping.
- Communicating effectively in oral and written forms.
- Techniques for dealing with a variety of individuals, in person and over the telephone.
- Safely and effectively performing semi-skilled maintenance and construction work related to water distribution system in a safe and efficient manner.
- Safely using and maintaining hand and power tools related to the work.
- Performing general maintenance work, individually or as a member of a crew, in various areas.
- Safely operating construction equipment and vehicles.
- Estimating necessary materials, parts and equipment to complete assignments.

- Reading and interpreting plans, maps, instructions, drawings and blueprints with familiarity of GIS mapping and SCADA systems.
- Understanding and following oral and written directions.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities, dealing with complex and tense customer service situations.
- Establishing and maintaining effective working relationships with those encountered in the course of the work.

PHYSICAL DEMANDS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Strength and mobility to work in a typical field or shop maintenance setting, including operating hand and power tools; stamina to perform sustained physical labor, including standing, walking, climbing and working in confined or awkward spaces; strength to lift and maneuver materials and equipment weighing up to 100 pounds with proper equipment; vision to read printed materials; and hearing and speech to communicate in person or over a radio or telephone.

Work is subject to exposure to frequent travel, extreme weather conditions, loud noise, electrical shocks, hazardous chemicals, electrical currents, gases, dust, noxious odors and heights exceeding 10 feet.

REFERENCES:

References must be included. Please provide 3 references including each reference's name and phone.

HOW TO APPLY:

Applications are available at www.gardnervillewater.org. Resumes may be attached to completed applications. If you have other questions, please contact Kristien Bennett at (775) 782-2339. The Gardnerville Water Company is an equal opportunity employer and a Drug Free Workplace.