

Best Water! Best Service!



Gardnerville Water Company
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WATER OPERATOR I JOB DESCRIPTION

JOB DESCRIPTION:

Under the direction of the Water Operations Supervisor. 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 State of NV Water Distribution Grade I
- Valid Nevada Driver's License (or obtain within 3 months of employment)
- Valid Nevada Class B Driver's License (or obtain within 6 months of employment)
- Must be able to pass a background check and drug test

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

SALARY: \$20.50 to \$28.70 hourly; \$42,640 to \$59,696 annual

BENEFITS: 11 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.

FLSA STATUS: Non-Exempt

SAFETY SENSITIVE POSITION: Yes

ESSENTIAL FUNCTIONS:

- 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.
- 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.
- Distributes billing late notices; activates and terminates water meters and assists with customer service requests.
- Drives a variety of light and heavy vehicles and construction equipment.
- 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.

- Lubricates and performs adjustments to pumps and valves; records and logs test results, gauge readings and observed conditions.
- Maintains and services a variety of test equipment and hand and power tools.
- 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.
- Participates in groundskeeping, snow removal and storm drainage operations.
- Performs general building maintenance, repair, painting, and custodial upkeep
- Performs meter testing and fire hydrant flushing.
- 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.
- Performs utility line location and position marking.
- Responds to questions and complaints from the public.
- 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.
- Other duties as required.

OTHER KNOWLEDGE, SKILLS & ABILITIES:

- Communicating effectively in oral and written forms.
- Computer software programs to include SCADA, asset management and GIS mapping.
- Contributing effectively to the accomplishment of team or work unit goals, objectives, and activities, dealing with complex and tense customer service situations.
- Correct business English, including spelling, grammar, and punctuation.
- Establishing and maintaining effective working relationships with those encountered in the course of the work.
- Estimating necessary materials, parts, and equipment to complete assignments.
- Performing general maintenance work, individually or as a member of a crew, in various areas.
- Reading and interpreting plans, maps, instructions, drawings, and blueprints with familiarity of GIS mapping and SCADA systems.
- Record keeping practices.
- Safe work methods and safety regulations pertaining to the work.
- Safely and effectively performing semi-skilled maintenance and construction work related to water distribution system in a safe and efficient manner.
- Safely operating construction equipment and vehicles.
- Safely using and maintaining hand and power tools related to the work.
- Techniques for dealing with a variety of individuals, in person and over the telephone.
- Understanding and following oral and written directions.

PHYSICAL AND MENTAL DEMANDS:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Frequent

standing in combination with walking throughout work shift on all types of terrain up to ¼-1 mile per shift, depending on area assigned. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Occasionally sitting while performing administrative duties. Some reaching for items above and below desk level. Frequent reaching, bending, squatting, and stooping to perform tasks. Frequently crawling or kneeling to check gauges, meters, and valves. Frequent lifting of 15-25 pounds is required, including meters, materials, samples, supplies, and tools. Infrequently lifting of up to 100 pounds may be required.

Mental requirements include active listening, critical thinking, complex problem solving, learning techniques, mathematics, monitoring, reading comprehension, science, speaking, and writing.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

WORKING CONDITIONS:

Requires working in very hot (above 90 F degrees) or very cold (below 32 F degrees) temperatures. Exposure to: water, noise, electrical hazards, inclement weather, moving objects, vehicles, sharp objects, pinch points, odors, fumes, hazardous chemicals, contaminants, gases, dust, and slippery surfaces. Safety equipment utilized may include hearing and eye protection, safety shoes, gloves, masks, and a safety vest. Frequent interruptions to planned work activities occur.

I have read and understand this explanation and job description.

Signature: _____ Date: _____