

Best Water! Best Service!



Gardnerville Water Company
1579 Virginia Ranch Road
Gardnerville, NV 89410
Phone (775) 782-2339
Fax (775) 782-2491
www.gardnervillewater.org

WATER OPERATOR II JOB DESCRIPTION

JOB DESCRIPTION:

Under the direction of the Water Operations Supervisor. Performs 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, includes water production facilities and water distribution system.

QUALIFICATIONS:

- Graduation from High School or equivalent
- Valid State of NV Water Distribution Grade II
- Valid State of NV 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
- Must have a maximum 45-minute response time to GWC Office for emergencies (or obtain within 6 months of employment)

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

SALARY: \$21.09 to \$29.53 hourly; \$43,867 to \$61,414 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:

- Assist with backflow requirement
- Available for emergency response, 24 hours a day, seven days a week
- Checks operation of gauges and recorders and performs routine maintenance on system instrumentation; maintains water storage facilities; maintains auxiliary generators; replaces filters and mechanical seals; maintains daily records
- Coordinate the installation, repair and replace of manholes, fire hydrants, valves, meters and meter vaults and boxes; exercise valves according to prescribed schedules
- Ensure that meters are functioning properly; inspect visible plumbing for water leakage; repair minor leaks, report defects to supervisor and repair or replace damaged or defective meters and unsafe meter boxes

- Excavate, inspect, flush, clean and repair water mains, lines, and laterals; make taps for new water utility services; measure water volume and pressure. Help coordinate and understand and perform water main flushing program
- Excavates and back fills trenches using hand and power tools; repairs, installs, and maintains water lines, connection valves, and related facilities; cuts pipes, caulks joints, bends pipe, installs tapping valves, and makes wet taps; lays pipe and installs valves; participates in snow removal duties as required
- Install, repair and replace fire hydrants, valves, meters and meter vaults and boxes; exercise valves according to prescribed schedules. Conduct bench tests of new and used meters to determine the accuracy of readings within defined limits
- Makes routine checks of equipment used for fluid level, adjustments, and safety factors; adds fluids and makes routine adjustments; welds and fabricates tools, equipment, and utility parts, and cleans equipment as necessary
- Monitors water quality and distribution lines; collects samples of water at various points within the systems for lab analysis; checks flow data records and changes charts; records test results, gauge readings, and observed conditions
- Operate construction equipment such as dump trucks, backhoe, front loaders, trenchers, and other tools such as soil compactors, compressors, jack hammers, sand blasters and concrete saws, pipe snappers and other specialty tools
- Participate in weekend on-call rotation schedule
- Performs inspection on all subdivision and capital improvement waterline projects to ensure that all construction meets AWWA standards, Nevada State Health requirements, and the Gardnerville Water Company standard details and specifications prior to acceptance of the improvements by the Gardnerville Water Company
- Repair water main breaks, valves, pump houses and structures
- Responds to requests and inquiries from customers of the water utilities and from the general public; locates water services for customers and locates and marks water mains and customer services for contractors
- Sets up traffic controls and barricades to protect workers from traffic; directs and controls traffic around work sites
- Train other staff
- Turn meters on and off according to work orders and in emergency situations
- Other duties as assigned

OTHER KNOWLEDGE, SKILLS & ABILITIES:

- Analyzing and evaluating operational data and advising and coordinating appropriate corrective action when necessary.
- Correct business English, including spelling, grammar, and punctuation.
- Detailed understanding and adherence to standard traffic laws and ordinances, safety regulations, principles, practices, material safety data sheets (MSDS) and equipment related to the work.
- Establishing and maintaining effective working relationships with all personnel contacted in the course of duties.
- Identifying and resolving operational, technical, and procedural problems and communicating effectively verbally and in writing.
- Maintaining accurate records of work performed.

- Operating an assortment of measurement tools, sampling equipment and laboratory instrumentation.
- Perform skilled maintenance work related to water distribution operations in a safe and efficient manner.
- Performing safe operation and maintenance of hand and power tools related to the work.
- Planning repair work with maintenance to determine procedures and priorities for equipment repairs.
- Preparing clear and concise written reports.
- Principles and practices of modern water distribution operations and maintenance.
- Safely driving a variety of vehicles and heavy equipment.
- Tools and equipment used in the trade.
- Understanding of federal, state and local requirements and regulations pertaining to water distribution.
- Using computers and software packages.

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: _____

