

OSCEOLA WATER WORKS

WATER MAINTENANCE OPERATOR I

FUNCTION:

Performs work under the general supervision of the Water Works Foreman and/or the Water Superintendent. The Water Maintenance Operator I will be assigned primarily to the Water Distribution system as a laborer, but will be required to do maintenance work at the Water Treatment Plant as assigned.

EQUIPMENT USED:

A variety of equipment including backhoes, skid loaders, trucks, tractors, end loaders, compressors, jack hammers, saws, sprayers, hand tools and locating equipment.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Read water meters for monthly billing
- Collect meter readings when customers move in and out
- Collect daily meter readings as directed by the Water Utility Office
- Answer customer complaints and investigate high or low water usage
- Install new water meters as needed
- Disconnect services for non-payment
- Complete janitorial maintenance to keep the plant and distribution facilities clean and organized
- Repair broken water mains
- Operate equipment related to the installation and repair of mains, hydrants and valves
- Maintain work zone safety set up and traffic control functions
- Locate water lines and valves throughout the distribution system as directed
- Flushes fire hydrants and exercises valves
- Perform routine maintenance and minor repairs including but not limited to sandblasting, painting fire hydrants and repairing equipment
- Load and unload heavy objects and materials, including rock and dirt
- Clean tools and equipment after use and store in appropriate locations
- Mow water towers and water pump lines
- Do dirt work and seeding after water main breaks
- Do equipment and vehicle maintenance as needed
- Will be required to carry an on-call telephone as assigned
- Responsible to respond to main breaks and other water related emergencies
- Provide assistance and support in City emergency situations

- Attend approved division related seminars and workshops to improve technical knowledge and abilities
- Attend safety training seminars
- Other duties as assigned by the Water Works Foreman and/or the Water Superintendent

QUALIFICATIONS:

- Ability to understand and follow written and oral instructions
- Ability to establish and maintain effective working relationships with co-workers
- Ability to perform manual labor for extended periods under adverse weather conditions
- Must have a high school diploma or GED
- Must possess a minimum of a Grade I Water Distribution License within first 12 months of employment
- Must possess a Class B Commercial Driver's License (CDL) with air break endorsement within first 12 months of employment

WORKING CONDITIONS:

- Frequently required to perform duties during off-hour emergencies and weekends
- Works in field environment
- Climbs and walks over uneven terrain
- Performs outside work in all kinds of weather conditions
- Operates equipment having varying degrees of noise and vibration

PHYSICAL REQUIREMENTS:

- Must be sighted
- Must be able to hear normal conversation
- Must be able to turn both hands, and wrists above the head
- Must be able to kneel, squat, climb, and walk, lie on a creeper and work overhead
- May be required to stoop, walk and lift 75 pounds
- Must be able to step up 12 to 18 inches into employer's equipment
- Must be able to move up and down ladders and stairs
- Must be able to lift, move and use a jackhammer
- Must be insurable

All the above duties and responsibilities are essential job functions subject to reasonable accommodation. All job requirements listed indicate the minimum level of knowledge, skills, and/or ability deemed necessary to perform the job duties, responsibilities, or requirements. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee in the position. The Osceola Water Board reserves the right to change, modify or combine duties and positions when it is deemed to be in the best interests of the department.

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