



Quality is our commitment

OSCEOLA WATER WORKS

WATER MAINTENANCE OPERATOR II/GIS SPECIALIST

FUNCTION:

Performs work under the general supervision of the Water Works Foreman and/or the Water Superintendent. The Water Maintenance Operator II/GIS Specialist is responsible for Utility Locates and for collecting, developing and maintaining all GIS data relating to the Water Distribution system infrastructure. The Water Maintenance Operator II/GIS Specialist will be assigned to assist with other Water Distribution duties and may be required to do maintenance work at the Water Treatment Plant.

EQUIPMENT USED:

Computer equipment such as a keyboard, mouse, monitor, and printer. Specialized tools and equipment for drafting and design. GPS survey equipment and line locating equipment. Printed materials such as maps, reference reports and correspondence. Telephone, copy machine, and Global Position Systems (GPS). A variety of other equipment including backhoes, skid loaders, trucks, tractors, end loaders, compressors, jack hammers, saws, sprayers, and hand tools.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Responsible for collecting all water line, valve, service line and hydrant data to be entered into the GIS system
- Responsible to respond to customer and contractor inquiries regarding GIS data and mapping related information
- Maintains automated and physical files of engineering and GIS information including maps, reports, drawings etc.
- Prepares graphical and non-graphical information for staff reports and presentations
- Delivers oral presentations as requested regarding the GIS mapping data
- Confers and coordinates with outside agencies to exchange and utilize GIS-related information
- Provides GIS training, and guidance to Water Works staff
- Responsible for the operation and maintenance of all GIS equipment
- Answer customer complaints and investigate high water usage as instructed
- Responsible for locating water lines and valves throughout the distribution system
- Disconnects service for non-payment as required
- Responsible to respond to main breaks and other water related emergencies as directed
- Maintain work zone safety set up and traffic control functions

- Load and unload heavy objects and materials, including rock and dirt
- Perform routine maintenance and minor repairs including sandblasting, painting fire hydrants, repairing equipment, etc.
- Complete janitorial maintenance to keep building and grounds clean and neat
- Flushes fire hydrants and exercises valves
- Clean tools and equipment after use and store in appropriate locations
- Operate equipment used for snow removal
- Mow water towers and water pump lines
- Operate equipment related to the installation of mains, hydrants and valves
- Provide assistance and support in City emergency situations
- Attend approved division related seminars and workshops to improve technical knowledge and abilities and evaluate new techniques.
- Attend safety training seminars
- Required to carry on-call phone as assigned
- 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 Class B Commercial Driver's License (CDL) with air break endorsement within first 12 months of employment
- Must possess a minimum of a Grade I Water Distribution License 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.

Osceola Water Works is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.