

TOWN OF OSSIAN

TITLE:

CERTIFIED WATER OPERATOR

JOB OBJECTIVE:

Employee is considered the head of water operations. Employee is responsible for a variety of administrative, custodial and maintenance duties in order to maintain repair, oversee and ensure the efficiency and functionality of the Town water system. Work involves a certain degree of urgency to produce and will require firm dealing with people to achieve results. Employee will ensure that the Town's operations comply with state and federal regulations for the water department. The work environment is relatively unpredictable and requires the ability to manage many projects at once. Employee must be able to meet work deadlines and must be able to work with third parties to achieve desired results. Employee reports to the Town Manager.

ESSENTIAL FUNCTIONS:

- Working closely with the Town Manager, other government agencies and with contracted individuals concerning Town projects, development and business.
- Directing and supervising general maintenance employees and seasonal employees subject to assignment by Town Manager.
- Coordinating with Town Manager assigned items for meetings and attending if necessary.
- Receiving calls and responding to the needs of the community.
- Providing assistance in implementing customer service improvements as needed.
- Performing routine daily duties required for Ossian's Water Permit.
- Ensuring that necessary paperwork, reports and required tests are accurately completed, timely processed and efficiently maintained as required by IDEM.
- Attending meetings, trainings and seminars as required by licenses.
- Monitoring, maintaining and repairing pumps, chlorinators, wells, towers, service lines, valves, meters, hydrants and other equipment.
- Collecting required water samples and testing.
- Tapping main, running service, inspecting new lines and replacing and repairing water main breaks.
- Exercising gate valves.
- Flushing and painting hydrants and ensuring that they are operational and functional.
- Implementing safety standards and ensuring compliance.
- Maintaining inventory and ordering supplies and equipment for Water Department.
- Coordinating interdepartmental needs, maintenance and repairs of water department with maintenance supervisor.
- Perform other related essential and non essential functions as directed by Town Manager.

OTHER DUTIES:

- Assisting other departments as needed
- Performing other tasks as requested by the Town Manager.

SKILLS AND KNOWLEDGE:

Equipment:

Employee must have the ability to use department machines (grinder, taps and dies, chain hoist, welder, jackhammer, compressor, portable pump), a variety of hand tools (carpenter tools, transits, concrete formers, rake, plumbing tools, shovels, spades, broom, valve box wrench, sledge, picks, cutters, saw, paint brushes), vehicles and equipment (backhoe, dump trucks, salt spreader, snow plow, street sweeper, lawn mower, pesticide sprayer, trimmer, tractor), mechanical devices (hoist, winches, pumps, switch boxes, blowers, drills, and battery charger), electronic devices (computers, telephone, office equipment, ultrasonic flow meter, O2 meter, ammonia meter, lab balance, PH meter and control center) and other equipment necessary to perform job functions.

Critical Skills/Expertise:

- Working knowledge of department policies, procedures, practices, guidelines, and methods related to and governing job functions.
- Working knowledge of ordinances and state/federal laws, standards, and regulations relating to and governing job-related functions.
- Working knowledge of safety equipment and procedures pertaining to job-related functions.
- Specialized knowledge of water distribution systems required testing, publications, and repair maintenance thereof.
- Ability to diagnose and repair meters, hydrants, gate valves and water mains and lines.
- Ability to obtain water samples, perform precision testing under laboratory and controlled conditions and effectively communicate test results and findings.
- Ability and willingness to obtain required licenses from the state and maintain during employment. Loss of licensing may be cause for dismissal.
- Ability to direct and supervise others and delegate when necessary.
- Ability to organize and use time effectively.
- Ability to listen to others, communicate effectively orally and in writing.
- Ability to use conflict resolution skills when needed.
- Ability to read and interpret blueprints, drawings, and plans.
- Ability to complete and maintain required records, drawings, and plans.
- Ability to effectively utilize manuals, and reference information governing and pertaining to job functions.
- Ability to work well either independently or as a member of a team.
- Ability to perform strenuous work in varying weather conditions.
- Must be knowledgeable in how to legally and safely operate department vehicles and equipment.

Job Standards and Required Education and Licensure

- High School Diploma or equivalent (2 years of post-secondary education is preferred)
- Valid Driver's License
- Any licensure required by State or Federal law to fulfill the duties as outlined herein
- Ability to understand a broad range of job-related theories and principles necessary to fulfill the duties as outlined herein
- DSS & WT2
- Wastewater II

RESPONSIBILITY:

Employee is responsible for planning, organizing, directing, coordinating, and evaluating the personnel and work activities of the employees under the employee's supervision. Employee must be able to make recommendations to the Town Manager regarding all areas under his or her supervision which may impact the efficient operation of the Town. Employee must be aware that errors that may occur in the normal course of duties may cause delays in work or financial losses with respect to materials, equipment, and/or man-hours.

PHYSICAL EFFORT:

Physical Requirements:

Individual must be able to lift up to eighty [80] pounds occasionally, and/or up to fifty [50] pounds of force frequently, and/or very minimum amount of force constantly to move objects.

Physical Activity:

Individual must be able to perform duties that require climbing, jumping, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, feeling, hearing, and performing repetitive motions.

Visual Activity:

Individual must be able to perform work which requires: performing precision testing, operating vehicles and equipment, making observations, repairs, and cleaning, all of which require normal eyesight.

WORK ENVIRONMENT:

Job Location:

Individual will perform duties both inside and outside (without effective protection from the weather) and may be exposed to (1) temperatures below 32 degrees and/or above 100 degrees for periods of more than one hour; (2) noise (enough noise to cause individual to shout in order to be heard); (3) vibrations; (4) hazards which include but are not limited to, a variety of physical conditions such as working close to moving mechanical parts, electric current, high places, working in confined spaces, exposure to high heat; (5) atmospheric conditions which include but are not limited to fumes, odors, dusts, mists, gases, chemicals and/or poor ventilation affecting the respiratory system or the skin; and (6) oil and chlorine.

February 25, 2011

Safety Equipment:

Individual is required to wear and use the following safety equipment in the performance of duties as appropriate: safety belts, hard hat, safety glasses, ear plugs, safety shoes, shoring, barricades, gas masks, and trench boxes.

JOB DESCRIPTION IS NOT AN EMPLOYMENT CONTRACT

This job description is a general description of job functions. It is not intended to be an employment contract, nor is it intended to describe all duties someone in this position may perform.