

CITY OF KEARNEY
POSITION DESCRIPTION

POSITION: Water System Operator **GR:** 23 **FLSA:** NE **DATE:** 06/26/18

DEPARTMENT: Utilities **DIVISION:** Water Operations

REPORTS TO: Water Production Supervisor **APPROVED:** _____

GENERAL DESCRIPTION:

Under general supervision, perform skilled water system maintenance work to ensure a clean supply of water for the City. Work varies requiring interpretive judgment within prescribed standards and procedures.

TYPICAL DUTIES:

Maintain the operability, inspection and overhauling of deep-water wells and booster pumps that supply City water. Maintain chemical injection pumps to set the level of chlorine and fluoride in the water supply. Set up, monitor and maintain chemical recording devices. Monitor and maintain the automated SCADA computerized water control system to maintain a constant supply of water in water towers and the reservoir. Use the personal computer program to keep records concerning the City's water supply. Take water samples and test water using a turbidity analyzer, chlorine analyzer, pH meter, temperature analyzer, static gauge analyzer and particulate analyzer pursuant to State and Federal requirements. Maintain project and system records on the computer. Read, install and service water metering equipment within the City. Train new Water Operations employees in the various aspects of the job, emphasizing location of meters. Assign account numbers for new addresses. Set the schedule for the reading of meters. Read and record water meter readings from residential and commercial accounts on hand held interrogators (computer). Install new meters, radios and remote read outs for new services. Change out older and dead meters and radios. Turn service on and off when customers move locations or when they fail to pay water bills. Use leak locator to locate leaks and handle emergency shut offs. Repair dead meters, radios and remote readouts. Perform custodial work such as cleaning, painting and lawn mowing. May assist with storm sewer and snow removal work. Perform overtime as required and perform other duties as assigned. Perform utility locates for city owned infrastructure. Utilize computer to input and retrieve information on the water and sanitary sewer system and equipment. Maintain required certifications. Participate in on call rotation. Assist in training new employees.

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:

None.

MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

Any combination of education and experience equivalent to a high school diploma/GED and two years' experience in general maintenance work preferred. Must possess a valid Nebraska driver's license. Ability to obtain a Nebraska Commercial Class B Driver's License with Air Brakes and Tanker Certifications and Grade IV Water Operator's license within 12 months of hire.

RESIDENCY REQUIREMENTS:

Thirty (30) minute response time by way of the most direct route from the employee's permanent residence to the employee's assigned work site and within posted speed limits.

ESSENTIAL JOB FUNCTIONS:

- Establish and maintain effective working relationships with fellow employees, officials and the public. (Daily)
- Regular timely/punctual attendance. (Daily)
- Effectively assign and supervise personnel. (Daily)
- Apply the knowledge of materials, equipment and procedures to effectively maintain an effective and operable water system for a clean water supply. (Daily)
- Organize files and maintain accurate records. (Daily)
- Utilize computer to monitor and control plant and distribution systems. (Daily)

ESSENTIAL JOB FUNCTIONS – CONT'D:

Establish and enforce safety practices. (Daily)
Read utility maps and operating instructions. (Daily)

PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

Work Type: Heavy, exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects
Climbing/Balancing: Climb inclines and ladders, uneven surfaces, balance required
Walking: Extensive amount required
Stooping/Bending: Frequently
Stand/Sit: Sit about 40 percent of the time
Reaching: Frequent, overhead as well as horizontal
Vision: Adequate to perform essential job functions
Color Vision: Adequate to perform essential job functions
Hearing: Frequently perceive nature of sounds by ear
Speech: Frequently express ideas by means of spoken words
Eye/Hand/Foot Coordination: Occasionally operates precision equipment
Manual Dexterity: Frequently operates valves, switches, vehicles, equipment, etc.

ENVIRONMENTAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

Inside/Outside: Work inside and outside
Cold/Heat: Adverse conditions possible
Wet/Dry: Adverse conditions possible
Noise/Vibrations: Equipment noise
Hazards: Limited exposure to chemicals
Fumes/Dust/Odors: Frequent exposure to dust, fumes and odors
Infectious Diseases: Low exposure

MENTAL REQUIREMENTS OF ESSENTIAL JOB FUNCTIONS:

Ability to read and comprehend technically-written material.
Ability to listen to and apply information and instructions.
Ability to organize information for concise written records.
Ability to perform mathematical calculations accurately.

MACHINES, TOOLS, EQUIPMENT AND WORK AIDS USED:

Boom truck, dump truck, loader, tractor, mowers, pumps, electronic motors, computers, testing equipment, motor vehicles, locators, and small hand tools.

REMARKS:

The above position description is intended to describe the duties of an employee in general terms and does not necessarily describe all of his/her duties.

APPLICATION DEADLINE: Thursday, September 7, 2023

HOURLY PAY: \$22.05