

**KINGSBURY GENERAL IMPROVEMENT DISTRICT  
JOB DESCRIPTION  
WATER TREATMENT/DISTRIBUTION  
OPERATOR I**

**DEFINITION:** Under close supervision, performs a variety of operating, maintenance, and repair work on vehicles, equipment, water/sewer system facilities, infrastructure, buildings, structures, grounds, storage, pumping and distribution, and chemical feed systems, and related equipment. This position is expected to carry out operational and maintenance duties in accordance with applicable regulations and stated procedures and specific direction.

**DISTINGUISHING CHARACTERISTICS:** This position is an entry-level position within the Water Treatment/Distribution Operator series. Incumbents perform the more routine technical duties while learning operational policies and procedures. The Water Treatment/Distribution Operator I class differs from the Water Treatment/Distribution Operator II and III classes in that the latter are given more independence and responsibility in tasks and performance.

A Grade I Operator can only make changes to operational settings in both the water treatment and distribution system while under the direct supervision of a Grade III Operator. This position reports to and is under the supervision of the Utility Operations Supervisor.

**ESSENTIAL FUNCTIONS** (*Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions*).

- Inspects and performs maintenance on water system related piping, machinery, equipment, and controls.
- Takes and records readings of gauges, meters, and charts.
- Reads, repairs, and installs various types of water meters.
- Performs basic water chemistry tests and takes water samples.
- Repairs, maintains, and installs various types and sizes of valves, including clay valves, PRV's, butterfly valves, gate valves, globe valves, and check valves.
- Operates telemetry and microcomputer (SCADA) systems.
- Operates and maintains water treatment systems and related components.
- Operates and maintains district water wells and related components.
- Repairs and installs fire hydrants and main water lines.
- Performs backflow and cross-connection control inspections when properly certified.
- Safely handles chemicals and chemical feed equipment systems for such chemicals as sodium hypochlorite, sodium bisulfate, hydrogen peroxide, chlorine and applicable laboratory chemicals including 75% nitric acid.
- Operates heavy equipment such as backhoes, dump trucks, and loaders.
- Reads and interprets blueprints.
- Documents information in logbooks and on applicable forms.
- Performs plumbing, carpentry, welding and minor electrical repairs or trouble shooting.
- Performs heavy physical labor, which requires strength and agility.
- Responds to emergency situations during and after regular hours.

- Operates and maintains various types of tools and equipment such as: air compressor, jackhammer, portable pump, generator, welder, chain saw, cut-off saw, torch, power tools, pipe threaders, and compaction equipment.
- Assists in mapping the water distribution system.
- Performs traffic control, including flagging and setting up proper barricades and warning signs as directed
- Responds to emergency situations during and after regular hours
- Works long hours, different shifts, and on-call assignments; responds to emergency situations during and after regular hours.

## **QUALIFICATIONS FOR EMPLOYMENT**

### **Experience and Training**

Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:

Possession of a high school diploma or equivalent and two years of experience in water, wastewater, plumbing or related fields.

### **Required Certifications and Licenses**

Valid motor vehicle driver's license and good driving record

Grade 1 Water Treatment Certificate acceptable to the Nevada Bureau of Safe Drinking Water

Grade I Water Distribution Certificate acceptable to the Nevada Bureau of Safe Drinking Water  
Ability to obtain Grade II Water Treatment and Grade II Water Distribution certifications acceptable to the Nevada Bureau of Safe Drinking Water within twelve months of employment date.

### **Knowledge, Skills, and Abilities**

*Knowledge, Skills, and Abilities: (KSAs' are the attributes required to perform a job; generally demonstrated through qualifying experience, education, or training.)*

Knowledge of methods and tools used in the maintenance and repair of water and wastewater systems; ability to follow oral and written instructions, to communicate clearly and concisely orally and in writing, to work independently under only general supervision, to keep records and prepare reports, to make emergency repairs and/or adjustments on equipment and controls, and to establish and maintain cooperative relationships with co-workers and the public. Ability and knowledge to read and interpret blueprints.

### **Physical, Mental, and Intellectual Requirements**

The physical, intellectual, 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.

Strength, dexterity, and coordination to use tools; the ability to communicate via telephone and in person; and taste and smell to detect airborne chemicals. Frequent standing, walking, sitting, reaching, stooping, kneeling, and crouching. Vision abilities include close vision, distance vision, peripheral

vision, depth perception, and ability to adjust focus. Occasional climbing, crawling, or balancing. Regularly lifting and/or moving up to 50 pounds and occasionally lifting and/or moving up to 100 pounds with assistance of other personnel or equipment.

In compliance with applicable disability laws, reasonable accommodation may be made for some of these physical requirements for otherwise qualified individuals who require and request such accommodation.

### **Working Conditions**

Work is performed under the following conditions.

While performing the duties of this job, the employee is frequently working outdoors in varied weather conditions and temperatures, is exposed to noise, fumes, dust, and toxic chemicals, and is exposed to moving mechanical parts. The employee is occasionally required to work in confined spaces and is occasionally exposed to high, precarious places, risk of electrical shock and vibration. Noise level is usually moderate but may be loud. May be required to work long hours and different shifts and must be available for emergency callbacks. Workers in this classification are not qualified for rotating weekend duty or standby duty.

