

TOWN OF MILFORD - JOB DESCRIPTION

JOB TITLE: Water Department Operator– Water Utilities Department

Classification: Non-Exempt – Labor Grade 15

Job Description: Responsible for attending to various distribution system tasks, to include reading, installing, replacing, removing, testing, maintaining water meters and backflow devices and attending to various water distribution tasks. Assist with water treatment tasks as assigned.

Accountability: Reports to the Water Department Foreman.

Equipment Used: Equipment includes, but is not limited to: motor vehicles, hand tools, testing equipment, office equipment, and pipe locating equipment.

Environment: **Inside:** 15 % **Outside:** 85 %

Duties and Responsibilities:

Except as specifically noted, the following functions are considered essential to this position.

1. Receive daily assignments from Water Department Foreman.
2. Utilize SCADA, make adjustments and performing regular inspections of water treatment/distribution works, including water storage tanks, booster stations, water wells, well fields. Collects water samples as needed.
3. Observe operations of chemical feed systems, and replenishes supplies as needed, monitors and measures feed rates on a regular and timely basis. Enter data in operational logs and other permanent and temporary records and reports.
4. Perform customer related activities including testing backflow devices, checking on high consumption water.
5. Maintain professional, effective working relationship with all staff levels and the public.
6. Perform general housekeeping and other building and grounds tasks as assigned.
7. Stay alert to current and pending operational and environmental issues; performs routine and preventive maintenance with awareness of process alternatives as well as safety guidelines.
8. Assist with repairs to the distribution system by closing/opening valves and with pipe repairs.
9. Assist with the spring/fall hydrant flushing activities.
10. Assist with water main repair/replacement/in-road project work, operating necessary
11. Attend training events, seminars and in-house cross-training events to maintain and improve skills and knowledge. Perform duties in accordance with all local, state and federal laws, rules and guidelines.
12. Repair and extend device curb boxes, locate curb boxes, pipe lines, and appurtenances using electronic equipment.
13. Maintain distribution system and meter inventory.
14. Prepare field sketches of locations of pipe line valves and hydrants.
15. Performs other related duties as assigned.

Physical Activity Requirements

PRIMARY PHYSICAL REQUIREMENTS

<u>LIFT up to 10 lbs.:</u>	Frequently required
<u>LIFT 11 to 25 lbs.:</u>	Frequently required
<u>LIFT 26 to 50 lbs.:</u>	Occasionally required
<u>LIFT over 50 lbs.:</u>	Rarely required

<u>CARRY up to 10 lbs.:</u>	Frequently required
<u>CARRY 11 to 25 lbs.:</u>	Occasionally required
<u>CARRY 26 to 50 lbs.:</u>	Occasionally required
<u>CARRY over 50 lbs.:</u>	Rarely required

<u>REACH above shoulder height:</u>	Occasionally required
<u>REACH at shoulder height:</u>	Occasionally required
<u>REACH below shoulder height:</u>	Frequently required
<u>PUSH/PULL:</u>	Frequently required

HAND MANIPULATION

<u>Grasping:</u>	Frequently required	
<u>Handling:</u>	Frequently required	Sit
<u>Torquing:</u>	Frequently required	Stand
<u>Fingering:</u>	Frequently required	Walk

OTHER PHYSICAL CONSIDERATIONS

<u>Twisting:</u>	Frequently required
<u>Bending:</u>	Frequently required
<u>Crawling:</u>	Occasionally required
<u>Squatting:</u>	Frequently required
<u>Kneeling:</u>	Occasionally required
<u>Crouching:</u>	Occasionally required
<u>Climbing:</u>	Occasionally required
<u>Balancing:</u>	Occasionally required

WORK SURFACE(S)

Concrete, asphalt, gravel, lawns, wood, utility vehicles.

DURING AN 8-HOUR DAY,
EMPLOYEE IS REQUIRED TO:

<u>Consecutive Hours</u>	<u>Total Hours</u>
1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8

Cognitive and Sensory Requirements:

Talking: Necessary for communicating with others.

Hearing: Necessary for receiving information and instructions; audible alarm recognition.

Sight: Necessary for performing essential functions of position; warning light recognition.

Tasting & Smelling: Smelling necessary to detect smoke, fumes and leaks. Tasting not required.

Specific Vocational

Preparation

Requirement(s):

- | | |
|---|---|
| <input type="checkbox"/> 1. Short demonstration only. | <input type="checkbox"/> 5. 181 days to 1 year. |
| <input type="checkbox"/> 2. Any beyond short demonstration up to and including 30 days. | <input type="checkbox"/> 6. 1 to 2 years |
| <input type="checkbox"/> 3. 30-90 days | <input checked="" type="checkbox"/> 7. 2 to 4 years |
| <input type="checkbox"/> 4. 91-180 days | <input type="checkbox"/> 8. 4 to 10 years |
| | <input type="checkbox"/> 9. Over 10 years |

Licensure/Certification Requirements: Valid NH driver’s license, NH Grade I Distribution System certification, Certification as a Backflow Prevention Device Inspector, or ability to obtain same within specified time period.

Other Training, Skills and Experience Requirements: HS diploma or equivalent. Must possess sufficient strength, coordination and alertness to permit safe and efficient performance on the job.

Summary of Occupational Exposures: Exposure includes but is not limited to acids and bases; compost (dust & fungus); cleaning compounds; confined spaces; electrical shock; elevated noise levels; hydrogen sulfide; polymer; potassium permanganate; raw sewage; septage; screenings; sodium hydroxide; biosolids; ultraviolet light; zinc orthophosphate; fuels; fluids; herbicides; pesticides. May be exposed to long periods of sunlight, poisonous plants, and various insects (to include bees). Normal office equipment to include computer terminal; copy machine; fax machine, etc.

Other Considerations and Requirements:

- Must be accurate, dependable, and have good customer relation skills.
- Must possess basic math skills, ability to read, write, and verbally communicate in English
- Must be able to perform strenuous physical labor under varying and adverse weather conditions.
- Must be able to understand and follow oral and written instructions.
- Must be able to execute safe work procedures associated with assigned work and follow established safety rules and procedures.
- Must be able to work with minimal supervision.
- Position requires that this employee treat the citizens of Milford and members of the staff with respect and courtesy.
- Position requires the projection of a positive attitude and image about the Town of Milford, a pleasant demeanor, and a commitment to service to the public and staff.

Work is performed inside and out of doors in an environment which includes exposure to physical elements or a number of disagreeable working conditions. Some independent judgment is exercised in the operation of equipment.

The physical demands of the duties described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.