

JOB TITLE: Water Distribution Operator

HOURLY COMPENSATION RANGE: \$18.00 - \$25.00

REPORTS TO: Field Manager

EMPLOYMENT CLASSIFICATION: Non-Exempt

JOB DESCRIPTION: Responsible for the general operation and maintenance of the District's wells, storage tanks, meters, distribution system, properties, and equipment.

DUTIES INCLUDE, BUT ARE NOT LIMITED TO:

- Check wells daily, record water and chemical usage.
- Turn meters on and off as required.
- Inspect and maintain fire hydrants and valves.
- Collect routine and special water samples.
- Read water meters in an accurate and timely manner each month.
- Cut grass at all properties, keeps weeds eliminated around hydrants, valves, etc.
- Inform the Field Manager when supplies or repairs are needed.
- Perform meter installations and line repairs as needed.
- Perform meter checks/change-outs as required.
- Keep District vehicles, garage and well sites clean, neat and maintained.
- Run errands as required.
- Other duties as assigned.

EDUCATION, TRAINING AND EXPERIENCE: Must have a high school diploma or equivalent. An individual in this position must be able to work with minimal supervision, have a working knowledge of water line maintenance, water valves, water meters, fire hydrants, water pumps, treatment of water and excavating procedures. A strong mechanical aptitude and the ability to read a tape measure and communication skills are also required. An individual in this position must be able to quickly resolve problems with the District's water system when they occur. The person must be capable of operating a service truck, backhoe, dump truck, manual transmission, lawn mower, tractor, various power tools, computers, and related technology. The ability to pull and back trailers is also required. Training in these areas will be provided to otherwise qualified individuals.

WORKING CONDITIONS: This position is physically demanding, labor intensive and is performed outside 95% of the time. Individuals must be able to work in extreme weather conditions - hot and cold, wet and dry. You will frequently get wet, muddy, and dirty. Lifting up to 75 pounds, bending, squatting, turning and similar motions are essential and required. Personal protective equipment will be provided and must be used when required. The District operates with a small service crew; therefore, the person must have excellent attendance and punctuality. Water Distribution Operators are required to be on-call for emergencies on a rotating weekly basis scheduled by the District Manager. Occasionally, work is required outside of normal working hours due to emergencies. Occasional overnight travel may be required for training. Smoking is

prohibited while on company time and in all buildings and vehicles at Public Water Supply District No. 12.

CERTIFICATIONS: Person must possess, at a minimum, DS-I certification from the Missouri Department of Natural Resources as a Drinking Water Distribution Operator and obtain a DS-II certification within two (2) years of being appointed to this position. Certification must be maintained during employment by attending regular training classes scheduled and paid for by the District. A valid Class E driver's license is required, a valid CDL is preferred.