

Water Distribution Operator I

Job Code: OPERATR1
Exempt: No
Department: Water Distribution
Reports To: Water Distribution Supervisor
Grade: 101
Location: Job Sites in the Field
Date Prepared: August 27, 2013
Date Revised: November 21, 2013

GENERAL DESCRIPTION OF POSITION

Under immediate supervision (Water Distribution Operator in Training and Operator I), general Supervision (Water Distribution Operator II and III), or Minimal supervision (Operator IV), performs skilled maintenance, repair, and construction work on the potable water distribution system of the Frankfort Plant Board Water Department; operates maintenance and construction tools and equipment; performs a variety of maintenance tasks relative to water distribution.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Handle complaints and answer questions from the public.
2. Make minor adjustments on service equipment; maintain tools and equipment in working order. Insure that sufficient stock materials and supply materials are on hand at all times.
3. Maintain logs of daily activities.
4. Operate, maintain, and repair tanks, reservoirs, and pump stations; inspect residential and commercial service issues. Clean and monitor pump stations and related equipment. Climb and inspect tanks.
5. Monitor, adjust, and trouble shoot water distribution SCADA system.
6. Lay and fit pipelines; make water line taps; install water services, fire hydrants, valves, and other water devices. Perform reclamation projects; resurfaces streets and roads; refurbishes landscaping; etc.
7. Perform field duties related to the water system; take water samples and issue boil water advisories as needed; inspect new construction.
8. Excavate trenches and install shoring and shielding.
9. Operate leak detection equipment; operate pipe locators; install and inspect backflow devices; flush, maintain, and repair fire hydrants; operate, maintain, and repair valves.
10. Perform computer related tasks as needed; read and update water distribution maps and as-built plans and blueprints.
11. Perform on call duties on scheduled and emergency basis as needed.
12. Repair, maintain, test and install water meters and related service lines; read, program, and download and upload meter data; turn services off and on as necessary.

13. Lay out and install traffic signs and pavement markings. Establish proper traffic control devices and direct traffic through flagging operations.

14. Perform related duties as required and complete work in accordance with federal and state regulations and Frankfort Plant Board standards.

15. The above duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

16. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

Mental alertness and adaptability to office and field area work routines. Graduation from high school or GED, Must be able to respond to calls in emergency situations at all hours.

COMMUNICATION SKILLS

Ability to read and understand documents such as policy manuals, safety rules, operating and maintenance instructions, and procedure manuals; Ability to write routine reports and correspondence. Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtracts, multiply, and divides in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to prepare and interpret bar graphs.

CRITICAL THINKING SKILLS

Ability to use common sense understanding in order to carry out detailed written or oral instructions. Ability to deal with problems involving a few known variables in situations of a routine nature.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Must possess a valid driver's license. Must obtain a valid Class A CDL issued by the Commonwealth of Kentucky during first year after appointment to the class. Must maintain insurability under the FPB liability insurance coverage.

Must possess a First-Aid Responder (CPR) Certification.

Must possess a Flagger Certification.

Must obtain Class II Distribution License issued by the Commonwealth of Kentucky to advance to Water Distribution Operator II.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Not indicated.

INITIATIVE AND INGENUITY**SUPERVISION RECEIVED**

Under immediate supervision, performs general assignments of work, with periodic check of performance by supervisor.

PLANNING

Limited responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work operations.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and which would not only affect the operating efficiency of the individual involved, but would also affect the work operations of other employees and/or clientele to a slight degree.

MENTAL DEMAND

Light mental demand. Operations requiring intermittent directed thinking to carry out predetermined procedure or sequence of operations of limited variability. Operations requiring intermittent attention to control machine or manual motions.

ANALYTICAL ABILITY / PROBLEM SOLVING

Repetitive. Activities or duties using a pre-determined set of processes or directions coupled with nearby supervision. Learned things in situations where choice is simple or patterned.

SUPERVISORY RESPONSIBILITIES

No supervision.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$5,000 to \$150,000.

ACCURACY

Probable errors of internal and external scope would have a moderate effect on the operational efficiency of the organizational component concerned. Errors might possibly go undetected for a considerable period of time, thereby creating an inaccurate picture of an existing situation. Could cause further errors, losses, or embarrassment to the organization. The possibility for error is always present due to requirements of the job.

ACCOUNTABILITY**FREEDOM TO ACT**

Defined. Semi-repetitive prescribed processes and procedures with nearby supervision.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

None. Job does not create any dollar monetary impact for the organization.

IMPACT ON END RESULTS

Minimal impact. Job has little or no impact on the organization's end results. Job is focused on non-decision making activities or inconsequential duties.

PUBLIC CONTACT

Occasional contacts with patrons on routine matters.

EMPLOYEE CONTACT

Contacts occasionally with others beyond immediate associates, but generally of a routine nature. May obtain, present or discuss data, but only as pertains to an immediate and specific assignment. No responsibility for obtaining cooperation or approval of action or decision.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, driver's license/cdl, etc.)

WORKING CONDITIONS

Outside working environment, wherein there are extremely disagreeable working conditions most of the time.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is regularly exposed to work near moving mechanical parts, outdoor weather conditions; frequently exposed to work in high, precarious places, fumes or airborne particles, toxic or caustic chemicals; and occasionally exposed to risk of electrical shock, vibration. The noise level in the work environment is usually loud.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Highly repetitive, highly physical. Highly repetitive type work which requires the concentrated and non-diversified physical demands of the employee.

While performing the functions of this job, the employee is regularly required to stand, use hands to finger, handle, or feel; and frequently required to walk, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk or hear; occasionally required to sit, taste or smell. The employee must occasionally lift and/or move up to 100 pounds; frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

ADDITIONAL INFORMATION

Subject to Random Drug and Alcohol Testing: Yes