



TOWN OF BUENA VISTA
Job Title:
Water Operator / Water System
Technician

Department: Public Works	Pay Grade: 6
Reports to: Water Operations Supervisor	Wage Range: \$22.86 to \$34.65 per hour
Work Location: Public Works Shop	Effective Date: 01/01/2003
FLSA Status: Non-exempt	Revision Date: 02/18/2021
Full Time: 40 hours per week	Approved By: Joseph Pedrie

JOB SUMMARY

Perform a variety of skilled and semi-skilled duties involved in the operation and maintenance of the water treatment and water distribution systems. May be required to work long or non-traditional hours to fulfill organizational needs, work on department projects, or respond to emergencies. ‘On-call’ duties required.

JOB DUTIES

The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The Town of Buena Vista reserves the right to modify or change the duties or essential and additional functions of the job at any time.

- Maintain the operation of water treatment processes. Perform water quality tests as prescribed by the Colorado Department of Public Health and Environment (CDPHE). Make adjustments to water treatment process, including but not limited to disinfection, corrosion control, and the filtering process. Operate and maintain filtration plant, pumping system, alarm system, PRV vaults, tanks, etc.
- Maintain Cross-Connection Control program. Conduct inspections of Cross-Connection Control and backflow devices.
- Install new taps in water main and perform pressure tests.
- Perform fire hydrant and main valve maintenance and make necessary repairs.
- Perform inspections on water line installations.
- Perform water meter reading duties, and inspect, maintain, and replace water meters.
- Respond to customer complaints and investigate issues. Perform leak detection duties.
- Perform water utility locates as requested.
- Maintain and perform minor repairs on water plant distribution system.
- Operate heavy equipment for water department projects. May be required to operate snow removal equipment.
- Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

- No formal supervisory responsibility. May act as a resource or expert in program area, providing technical guidance to less experienced staff.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Principles, methods, materials, state and local regulations, and equipment common to municipal water operations.
- Current construction techniques and methods, as well as basic water engineering principles.
- Common computer software, including Microsoft Word and Excel.
- GIS basics.
- Safe operational procedures.

Skills and Ability to:

- Apply appropriate decision-making skills within scope of work procedures.
- Detect hazards and violations and recommend corrective actions.
- Operate heavy equipment and a variety of power and hand tools.
- Have CDL or obtain within six months of hire date.

EDUCATION AND EXPERIENCE

- **Education/Training:** High school diploma or GED required.
- **License or Certificates:** Class 'D' Water Operator certification is mandatory, Cross-Connection Control Technician license is preferred but not mandatory, Colorado driver's license is required. Must obtain Class '1' Distribution Certification within six months of hire date.
- **Work Experience:** At least two years of experience as a Certified Water Operator.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the functions of the job. Work involves walking, talking, hearing, using hands to handle, feel, or operate objects, tools, or paper, and reaching with hands and arms.

- **Environment:** Most duties of this position are performed in an outside environment involving frequent exposure to extreme heat or cold, to wet weather conditions, and to dry, dusty, and noisy environments. Occasional exposure to concrete dust, hot asphalt, fumes, solvents, grease, oil, chemicals, water, and underground hazards.
- **Physical:** Frequent sitting, standing, step climbing, and walking. Must be able to operate motor vehicles and heavy equipment. Employee must not be afraid of heights, must be able to climb a ladder, and must be capable of lifting and carrying 50 pounds repeatedly. Will require climbing, balancing, bending, stooping, kneeling, and/or crouching. Must be able to walk on uneven or slippery surfaces.

- **Vision:** The employee must have good close, distance, and peripheral vision, as well as depth perception and the ability to adjust focus.
- **Hearing:** The employee must be able to talk and hear in order to communicate information and maintain awareness of the environment. Employee must be able to use a telephone and two-way radio.

BENEFITS

- Paid vacation, sick, holiday and bereavement leave.
- Health, dental, vision, life and disability insurance.
- Retirement plan.

ACKNOWLEDGEMENT

By signing below, you are acknowledging that you are in receipt of this job description:

Signature

Date

Printed Name