

**Town of Middlebury
Water Department
Position Description
Operator**

POSITION: Operator

FLSA: Non-Exempt

REPORTS TO: Water Superintendent

SUPERVISES: N/A

STATUS: Full-time, hourly, Monday – Friday, 7:00 am – 3:30 pm., and as assigned evening and weekend on call duty, allowing for flexibility due to emergency situations, training commitments or other scheduled programs.

POSITION SUMMARY:

The primary mission of all Water Department employees is to provide the Town of Middlebury with the most efficient and effective services in the delivery of safe and clean water. All employees are expected to conduct themselves in a courteous and respectful manner. The Operator performs work under the supervision of the Water Superintendent. The Operator assists in routine monitoring of the water plant's treatment processes and making necessary adjustments to ensure that all phases of the plant operation are running efficiently and within established parameters. The Operator will work in the laboratory and perform general labor and maintenance tasks as assigned by the Superintendent.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Primary duties of the Operator are to assist in the operation and maintenance of the water treatment plant and water distribution system, and in the installation, maintenance and reading of the water metering system. The position includes, but is not limited to, the following responsibilities:

- In the absence of the Superintendent, take control of the operations of the water treatment plant as a temporary operator in responsible charge;
- Use independent judgement in collecting and analyzing samples, interpreting metering data and SCADA display screens, determining chemical feed rates and computing data on daily log sheets;
- Assist in training and overseeing the work performed by the Laborer position;
- Install, maintain and repair pipes, meter yokes, meters, meter boxes, gate valves, fire hydrants, concrete vaults and other water system components;
- Perform maintenance, housekeeping, pump repair, and related equipment upkeep;
- Perform needed tasks that involve physical labor such as tank cleaning, water meter reading, landscaping and operating power equipment such as skid loaders and lawn mowers (non-CDL);
- Read meters, take samples, and keep accurate logs and records;
- Assist in the water laboratory conducting sample preparation and analysis (chlorine, suspended solids, pH, ammonia, phosphorus, etc.) and equipment cleaning;

- Analyze laboratory data and report possible trends and problems to the Superintendent;
- Assist in monitoring, inspecting and maintaining the water treatment plant and water storage facilities for potential problems;
- Respond to customer questions and complaints;
- Work overtime, respond to emergency situations, and be on 24 hour on call duty rotation;
- Assist other departments, including the Utility Clerk, when needed; and
- Perform other duties as assigned by the Superintendent.

EDUCATION AND EXPERIENCE:

- High school diploma or equivalent required.
- Valid Class C Indiana driver's license required.
- Valid Indiana Water Operator WT3 Certification required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Understanding of general mathematical formulas and calculations are essential.
- Detailed understanding of the different stages of treatment within the water plant including knowledge of laboratory work and procedures.
- Must be competent in accurately analyzing and interpreting laboratory data.
- Must possess the ability to differentiate colors.
- Leading others professionally and effectively.
- Regular and punctual attendance.
- Must be able establish and maintain effective and cooperative relationships with superiors, fellow employees, and the general public.
- Must have the ability to effectively and cooperatively work with other Town departments, contractors, commercial entities and civic groups.
- Must comply with the Town of Middlebury Employee Handbook.

PHYSICAL ACTIVITY REQUIREMENTS:

- Standing, balancing, stooping, kneeling, crouching, reaching, walking, pushing, pulling, lifting, grasping, feeling, talking, seeing/observing, hearing/listening, and repetitive motions on a regular and recurring basis.
- Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 25 pounds of force frequently, and up to 15 pounds of force constantly to move objects.
- Lifting: must be able to lift objects up to 50 lbs.
- Must be able to work in cold weather and adverse conditions.

DRUG TEST REQUIRED:

The Town of Middlebury is a Drug Free Workplace. Therefore, a post offer, pre-employment drug screen is required.

EMPLOYEE SIGNATURE

I have read and understand all of the above. I have reviewed the duties and responsibilities for which I am responsible, as well as the minimum requirements of this position, with my supervisor. I understand that this document does not create an employment contract, and the above declarations are not intended to be an "all-inclusive" list of the duties and responsibilities of the job described.

EMPLOYEE _____ DATE _____

WATER SUPERINTENDENT _____ DATE _____

TOWN MANAGER _____ DATE _____