

# Lincoln Pipestone Rural Water

## Job Description

### **Position Title: Water System Operator**

Supervision: General Manager, and Field Supervisor

Summary of Duties: Operate and maintain all aspects of the Lincoln Pipestone Rural Water System to provide high quality water service to all LPRW customers at all times.

Principal Duties and Responsibilities: Water System Operators may be assigned a variety of primary tasks and work locations, but all Operators are expected to learn and perform all operator tasks at all work locations in the system. The following tasks and responsibilities are representative of the range of tasks performed by a Water System Operator.

- Operate and maintain all LPRW vehicles and equipment in a safe, lawful and efficient manner.
- Maintain records and monitor operations at assigned locations, and as required at other locations.
- Work with customers to deal with service-related concerns, billing and metering issues, and collection of delinquent accounts.
- Locate services, lines and facilities for repair, installation and Gopher State One-Call purposes.
- Monitor operation of the system and its components via physical testing and inspection, and via the SCADA system.
- Perform preventive maintenance on all system components, maintain and repair all equipment as necessary, and keep supplies and tools on-hand as necessary.
- Keep all LPRW property, equipment, and facilities safe, clean and in peak operating condition.
- Install, operate and maintain wells, tanks, pumps, valves, pipelines, meters, and all equipment necessary to produce and deliver water to LPRW customers.
- Repair and install water lines, valves and related equipment, and supervise and inspect work done by others.
- Work with landowners to acquire easements, and install water lines and related facilities.
- Inspect and maintain service installations and metering equipment.
- Operate and maintain water treatment plants and related facilities.
- Maintain pumping and production records, and test and monitor water quality.
- Order and monitor delivery of chemicals and supplies.
- Operate and maintain chemical supplies and treatment equipment.
- Work with MDH and MDNR staff to operate the system in compliance with applicable laws, rules and regulations.
- Work with and cross-train LPRW staff to maintain a high quality, efficient and reliable water system.
- Inspect, monitor and secure all facilities to prevent and detect unauthorized entry.
- Perform on-call responsibilities on a rotating schedule as assigned.
- Perform other tasks and duties as assigned.

### Desirable Minimum Qualifications:

Knowledge, Skills and Abilities: The following knowledge, skills and abilities are representative of those expected of a Water System Operator.

- Present a positive and professional attitude to the public and to those you work with.
- Work productively and cooperatively as a member of the LPRW team to provide the best quality product and service to all LPRW customers.
- Possess good written and oral communication skills.
- Possess good interpersonal and public relations skills to effectively deal with the Board, staff, customers, contractors and vendors, other public agencies, and the general public.
- Become familiar with all LPRW operations and facilities, and develop skills necessary to operate all equipment and facilities.
- Operate and maintain assigned vehicles efficiently, and in a manner that preserves vehicle value and presents a positive public image.
- Operate and maintain all LPRW vehicles, facilities and equipment efficiently, and in a manner that preserves value and presents a positive public image.
- Maintain a valid CDL.
- Train for, obtain and maintain the appropriate water operator's license.
- Work with a high level of attention to detail, and recognition of the safety and public health aspects of the water system operator's position.
- Demonstrate a working knowledge of water chemistry and hardness, hydraulics, pumps and math skills.
- Demonstrate a working knowledge of OSHA safety procedures and regulations.
- Possess a basic understanding of personal computer operations, and operation of the SCADA system in particular.
- Understand and follow safety procedures, and maintain safe working conditions and a safe workplace.

Training and Experience: Graduation from high school and experience in a related field are minimum qualifications. Relevant education beyond high school is desirable. Significant experience in water utility operations or construction is desirable.

Working Conditions: Work involves routine exposure to irritants/fumes and hazardous chemicals (including chlorine, fluoride, phosphate, and lime), temperature extremes, vibrations, and noise. Considerable physical effort is required involving many types of movement such as lifting, bending/stooping, twisting/turning, pushing/pulling. Large and fine motor skills are necessary as well as the full range of senses are used. Performs manual digging. Works at significant depths below ground and significant heights above ground. Position requires weekend work, work beyond normal hours, as well as work during call outs.

Date of Approval: \_\_\_1-1-2001\_\_\_