

**SMITHFIELD CITY
POSITION DESCRIPTION**

Position Description: Water Operator I
Department: Public Works
Supervisor: Water Supervisor
FLSA Status: Non-exempt

POSITION SUMMARY

The Water Operator 1 works under the direction of the Water Supervisor – maintains city water system, reads meters and maintains proper meter operation.

ESSENTIAL RESPONSIBILITIES AND DUTIES

1. Monitors and records utility services consumption to determine customer billings
 - 1.1 Uploads previous readings from computer program to handheld computer devices
 - 1.2 Drives and walks established customer routes and reads meters
 - 1.3 Records water usage in handheld computer devices
 - 1.4 Determines apparent accuracy of readings
 - 1.5 Downloads readings into computer program

2. Maintains proper meter operation
 - 2.1 Conducts flow tests on meters
 - 2.2 Makes adjustments to calibration
 - 2.3 Performs field meter repairs as needed
 - 2.4 Removes and replaces meters when complex problems prevent field repairs.

3. Responds to emergencies related to service systems
 - 3.1 Locates meters
 - 3.2 Assists in making repairs of leaking lines or broken sections
 - 3.3 Plows snow in winter months
 - 3.4 Subject to on-call shifts

4. Assists as needed in the construction, installation, and maintenance of water system

5. Processes service orders for new connections or disconnections.

MINIMUM QUALIFICATIONS

EDUCATION, EXPERIENCE AND CERTIFICATIONS

Graduation from high school or GED equivalent, or any equivalent combination of related education and experience.

Must have the ability to obtain Utah State Water Certification Grade 1 within six months.

Must possess a valid Commercial driver's license (CDL) or have the ability to obtain one within six months.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of data entry; knowledge of basic arithmetic; knowledge of water system maintenance and repair.
2. Skill in the operation of handheld computer devices, personal computer, jackhammer, tamper, compressor, concrete cutter, cut off saw, and various hand tools.
3. Ability to accurately read and record data from meter dials; ability to communicate effectively, verbally and in writing.
4. Regular punctual attendance.

PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met or will be encountered by an employee while successfully performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to reach with hands and arms. The employee is constantly required to stand, walk, and use hands to operate objects, tools or controls. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee is frequently exposed to wet and/or humid conditions. The employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate.

NOTICE

This job description in no way states or implies that these are the only tasks to be performed by the employee occupying this position. He or she will be required to follow any other instructions and to perform any other job related duties requested by his or her supervisor.

It is the policy of the Smithfield City to provide and promote equal opportunity in employment, compensation, and other terms and conditions of employment without discrimination because of race, color, religion, gender, age, national origin, sexual orientation, gender identity, or disability. The Human Resource Department will provide reasonable accommodations for applicants during the selection process.

In the interest of the workplace and public safety, all offers of employment are contingent upon the successful completion of a chemical screen for the purpose of detecting the presence of alcohol and/or controlled substances in the body and background check. Smithfield City requires as condition of employment, the use of direct payroll deposit to a bank or savings account.

HOW TO APPLY

Applications: Those interested in applying should submit a completed city employment application and resume to Smithfield City Human Resource Department, Attn: Jane Price, 96 South Main Street, Smithfield, UT 84335 or via email at jprice@smithfieldcity.org Applications and a complete job descriptions can be found at www.smithfieldcity.org

Closing Date: April 30th, 2017