



# Alleghany County Water District

## Job Description ~ Water Distribution Operator

**Supervisor:** Chief Water Operator (CWO)

**Support staff:** General Manager (GM) & Bookkeeper

**Classification:** On Call

**Status:** Non-Exempt

### **Qualifications:**

Must be reliable and trustworthy.

State of California Water Distribution Operator Certification License D1.

State of California Driver's License desired.

Proficient in the use of standard office equipment such as telephones, computers, and copiers.

Good communication skills.

### **Physical Requirements**

Physical stamina to perform system and maintenance repair work, walk and work on uneven terrain, climb and descend ladders, ability to lift, carry, push, pull and reach materials and equipment weighting up to 80 pounds.

Mobility to work in a standard water treatment plant, using specialized test equipment, hand and power tools, instrumentation.

Ability to work in confined spaces and around machines; must have good hearing.

Vision to read printed materials, charts, gauges and computer screens.

May be exposed to inclement weather conditions, including working in sun, water and snow. Work may include loud noises from equipment operation, odors, dust, and potentially toxic chemicals and conditions during the normal function of duties.

### **Job Summary**

- This position supports the Chief Water Operator in keeping the water system functioning with minimal disruptions and in compliance with State Drinking Water regulations.
- Reads all customer meters on or near the first day of each month.
- Enters meter readings in the billing program.
- Performs routine maintenance tasks as delegated by CWO.

**Duties**

- Represent the water district in a professional manner when dealing with the public, other agencies, contractors, and customers.
- Maintain familiarity with District Procedures and make recommendations to GM for improvements or additional procedures if needed.
- Oversee system operations in the absence of the CWO.
- Read all active customer water meters on or near the first of the month, making note of any repair or maintenance issues discovered. Report all issues to the CWO, including follow-up reminders if needed. Exceptions to the meter reading schedule may be granted during snow events. If unable to read the meters due to illness or other circumstances, arrange for another person to do it.
- Assist CWO with all repairs and maintenance needs as needed.
- Become familiar with SCADA system, with a goal of increased proficiency over time. Report problems to CWO or GM for follow-through with service requests.
- Add chemicals in accordance with established procedures, record meter and gauge readings, responds to outlying system alarm conditions.
- On weekends: perform routine maintenance at the pumphouse as needed, including test run of stand-by generator, chemical component check, test run pumps, clean filters, visually inspect premises.
- Perform other related duties as required or assigned.

**Compensation:**

\$12 hourly plus a flat rate of \$50 for performing meter readings.

I have read, understand, and agree to perform the duties and responsibilities outlined above.

X \_\_\_\_\_ date \_\_\_\_\_

Name printed \_\_\_\_\_