

Operator

Description

As an Operator, participates in the operation and maintenance of the Districts Water Plant, Sewage Lift Stations, Storage Tanks, Pumping Stations, Collection / Distribution system and all related appurtenances.

General Tasks

- Reports directly to shift supervisors and ultimately the Director of Operations.
- Ability to pass a drug screen upon employment and randomly as asked by Supervisor once employed.
- Sign and adhere to the RWSD's Operating Plan for Certified Operator in Responsible Charge plan.
- Sign the Employee Handbook and adhere to all policies and procedures within the Handbook.
- Maintains a clean driving record annually.
- Obtain certifications as eligibility allows and always keeps professional certifications current.

Specific Tasks

- Participates in a rotating Water Plant, Lift Station, Field rotation allowing the cross training needed to obtain certifications sooner.
- Performs daily checks on the general condition and efficient operation of the District Plant, facilities, and infrastructure.
- Performs chemical adjustments as approved by the Plant Operations Supervisor.
- Performs maintenance on buildings, grounds, pumps, motors, valves, piping, fire hydrants, PRV's, Air Vac and other miscellaneous equipment.
- Monitors Distribution System in accordance with fire flow and seasonal tank levels and the Collection System to ensure proper day to day operations.
- Performs field testing and responds to customer service calls as assigned by office personnel. Documents accurately all actions, happenings and/ or events related to field and customer service activity and returns documents to supervisor.
- Performs Periodic Tank inspections when required.
- Performs process control testing and sampling, as necessary.
- Provides upkeep of the daily operation logs and data including daily readings and chemical levels.
- Performs field testing as may be assigned by a supervisor.
- Informs a supervisor of any operational problems with District facilities.
- Alternates on call responsibilities and seasonal /weekend work shifts with other Operations personnel, responsible for operations all water treatment and wastewater facilities; Collection and Distribution System while on-call.
- Performs meter swaps, meter reads, and water shut offs monthly as needed.
- Performs daily locates in the Collection and Distribution System and emergency locates when needed.
- Performs annual valve exercising, hydrant testing, and water main flushing as assigned by a supervisor.
- Assists and meets with contractors, product reps, as needed. Schedules and communicates with contractors and vendors to troubleshoot operational issues as they arise.
- Orders parts, chemicals and operating supplies when needed.