

POSITION TITLE: WATER DISTRIBUTION EQUIPMENT OPERATOR

DEPARTMENT: PUBLIC UTILITIES

DIVISION: WATER DIST/WW COLLECTION

**CITY OF
BOWLING GREEN**

REPORTING RELATIONSHIPS

Water Distribution Supervisor

POSITION REPORTS TO

DIRECT REPORTS BY TITLE:

None

DIRECT: 0

INDIRECT: 0

POSITION FUNCTION

This position is responsible for maintaining and repairing water lines, valves, hydrants and service lines inherent in the City's Water Distribution System.

JOB RESPONSIBILITIES

- Makes pressurized taps on water mains
- Makes main line bores
- Installs fire hydrants
- Flushes fire hydrants
- Repairs fire hydrants
- Lays water lines
- Installs water meters
- Repairs water breaks
- Operates back hoes and dump trucks
- Repairs black top and concrete
- Maintains vehicles and equipment
- Exercises water valves
- Locates water lines
- Locates water leaks
- Returns job site to original condition
- Performs other related duties as assigned

PHYSICAL REQUIREMENTS

Job requires incumbent to stand, walk, use hands to finger/handle/feel, stoop/kneel/crouch/crawl, reach with hands/arms and lift up to 100 pounds.

REQUIRED SKILL SETS

Occupational/Technical Skills

Knowledge of hydraulic repairs, confined space entry procedures

Ability to read blueprints

Ability to operate back hoes, dump trucks, fork lifts, water tap machines, boring machines, leak locators, line tracers concrete saws, hydraulic repair tools, selected air tools

Must maintain a valid Commercial Driver's License (Class A with Tanker Endorsement) and have the ability to drive

Administrative Skills

Ability to analyze and resolve situations and problems

Ability to use techniques of effective time management

Ability to handle multiple priorities and projects

Ability to use a computer terminal to accurately and rapidly enter and retrieve data and information

Cognitive Skills

Ability to deal with a variety of concrete variables in situations where only limited standardization exists

Ability to identify problems, recognizing symptoms, causes and alternative solutions

Ability to interpret a variety of instructions in written, oral, diagram or schedule form

Ability to interpret documents such as safety rules, operations and maintenance instructions, and procedure manuals

Ability to perform standard business arithmetic, including percentages and decimals

Ability to develop original, unusual, successful approaches

Communications Skills

Ability to let people know of decisions, changes, and other relevant information in a timely fashion

Ability to speak effectively one-to-one

Ability to demonstrate attention to and convey understanding of the comments or questions of others

Interpersonal Skills

Ability to use tact and discretion

Ability to develop and maintain smooth, cooperative working relationships with peers, subordinates, and superiors

Ability to deal courteously and diplomatically with the general public

Ability to arrive at constructive solutions while maintaining positive working relationships

DESCRIPTION OF WORKING CONDITIONS

Work is primarily performed outdoors in wet environment in prevailing weather conditions; incumbent typically works around moving objects and near mechanical hazards.

EXPERIENCE AND/OR EDUCATIONAL REQUIREMENTS

High school diploma or equivalent; Class A Commercial Driver's License with Tanker Endorsement; Fork Lift certification; one to three years of relevant experience; or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job. **Must be able to obtain a Class I OEPA Water Distribution Certification within two years of hire.**

The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This Position Description is intended to identify and illustrate the kinds of duties that may be assigned to its incumbents. It should not be interpreted as describing all of the duties that may ever be required of such an employee, or be used to limit the nature and extent of assignments such individuals may be given.