

# City of Berne

## Water Department

**Title: *Water Operator (Hourly, Non-Exempt)***

**Job Objective:**

The incumbent is responsible for ensuring that the City of Berne's fresh water supply is always ready and available for their use.

**Primary Job Functions:**

- Incumbent is responsible for taking the readings of the wells and HSP pumps inside the plant
- Incumbent is responsible logging the readings in the absence of the Superintendent
- Incumbent is responsible for fixing busted pipes, fixing broken hydrants, installing or removing meters, etc
- Incumbent is responsible for doing tap-ins for new customers.
- Incumbent is responsible for backwashing the filter
- The incumbent is responsible for running water samples inside the plant daily.
- The incumbent is responsible for adding the necessary chlorine to the water.
- The incumbent is responsible for making new connections and disconnecting customer who no longer need service
- Incumbent is responsible for repairing and/or replacing of water meters
- Incumbent is responsible for responding to complaints regarding water system failures, leaks, or other problem
- Incumbent is responsible for providing routine maintenance and testing of fire hydrants including flow monitoring to ensure lines have no infiltrations or other problems
- Incumbent is responsible for planning and executing a maintenance program for the stability of the water lines

### **Secondary Job Functions:**

- Incumbent is responsible for running chlorine residual on fluids going out of the plant
- Incumbent must clean lab weekly in the absence of the Superintendent
- Incumbent is responsible for assisting in the management of the daily operation of the Distribution water system according to Local, State and Federal regulations
- Incumbent is responsible for flushing hydrants twice a year
- Incumbent assists with the mapping of water line locations within the City
- Incumbent is responsible for operating the back hoe when repairing or replacing water lines
- Incumbent is responsible for necessary upkeep of the water tower
- Incumbent is responsible for mowing around the water department property
- Incumbent is responsible for the maintenance and up keep of the water plant
- Incumbent assists with other departments as needed
- Incumbent performs other related duties as required.

### **Equipment Knowledge:**

- The incumbent must have the ability to use such tools and equipment such as backhoe, tap machine, gas leak detector, small hand tools.
- The incumbent must have a working knowledge and skill in the operations necessary.
- The incumbent must have the ability to operate all Department equipment.
- The incumbent must be skilled to operate equipment in confined areas.

### **Critical Skills/Expertise:**

- The incumbent must know traffic laws as they apply to heavy equipment.
- The incumbent must have extensive knowledge of Department policies, procedures, and work methods and the ability to explain and support them.
- The incumbent must have extensive knowledge in safety equipment and its usage for the safety of the entire crew.
- The incumbent must have the ability to complete work assignments and direct the work of others to assure crew safety.

### **Educational Requirements:**

- It is necessary for the incumbent to have a high school diploma to perform the functions of this job.
- The incumbent must pass state test DSM and WT3 or better within 5 years of hire

### **Reporting Responsibility:**

- Incumbent reports to the Utilities Superintendent

### **Physical Requirements:**

- The incumbent is expected to work in a position, which has been identified as heavy work, which may require the incumbent to lift objects heavier than 30 pounds for extended periods.

### **Work Environment:**

- The incumbent will be required to work in a safe manner in accordance with OSHA Standards.
- The incumbent is expected to work outside, which may expose him/her to loud noises, vibrations, and extreme weather conditions.

### **Safety Equipment:**

- The incumbent is required to wear a hard hat, safety vest, gloves, harness, safety toe shoes, safety glasses, ear protection, and rubber gloves when necessary.

# ACKNOWLEDGEMENT

I acknowledge that the above description is a representation of the major duties and responsibilities of this position.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee's Printed Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_