



WATER OPERATOR

SUMMARY

Water Distribution System Operator (WDSO) keep the system operating efficiently to deliver safe and pleasant water. Water Operators will inspect the system to keep the water flowing today and in the future. Physically, they have manual and power-operated equipment to help them do the job, including repairs and minor additions to the system. Other jobs include lubricating and maintaining equipment, collecting water samples, and record keeping. They will also perform all related work so assigned.

SUPERVISION RECEIVED

Work will be performed under the direction of the City Manager, Public Safety/Services Director and Water Distribution Foreman.

RESPONSIBILITIES AND DUTIES

An employee in this position may be called upon to do any or all of the following: (Does not include all task employees may be expected to perform.) This is not an exhaustive list, but only an illustration of job duties so assigned. The City of Buchanan may call upon an employee to perform unrelated task as well.

1. Exercise safe practices with all work assignments, digging, confine spaces, protective equipment, signage and so on. Conduct safety inspections and hold "tailgate" safety meeting.
2. Excavate trenches and recognized when unsafe.
3. Lay, test, connect and disinfect water mains.
4. Flush and clean water mains and hydrants.
5. Read and update water distribution system maps and "as-build" plans.
6. Operate and maintain well pumps and hydro pneumatic pressure tanks.
7. Collect and transport water samples.
8. Clean and disinfect storage tanks and reservoirs.
9. Protect water mains and storage facilities from corrosion effects.

10. Observe pump motors to detect unusual noises, vibrations or excessive heat.
11. Adjust and clean pump seals and packing glands and also clean mechanical seals.
12. Repair and overhaul pumps, motors, chlorinators, and control valves, or recognized problems so best practice decisions can be made.
13. Safely load and unload chlorine cylinders and other dry and liquid chemicals.
14. Keep records and prepare annual, biannual, quarterly and monthly reports.
15. Estimate and justify budget request for supplies and equipment.
16. Start up or shut down pumps as necessary to regulate system flows and pressure.
17. Perform efficiency tests on pumps and related equipment.
18. Troubleshoot minor electrical and mechanical equipment problems and correct.
19. Detect hazards atmospheres and correct before entry.
20. Troubleshoot to locate the causes of water quality complaints.
21. Discuss with the public their concerns regarding the quality of the water they receive.
22. Communicate effectively with other operators and supervisors on the technical level expected for your position.
23. Be responsive at all times to all residents who have water services supplied by the City of Buchanan.
24. Locate and mark water mains & supply lines upon request.
25. Install & take out water meters and related plumbing items.

26. Water Operators must acquire and maintain an S-2 & D-2 water license level, or any other State mandate that may be required. Water Operators will have two attempts on the "four" (4) series of licenses, two attempts on the "three" (3) series and a total of 5 years to get an S-2 & D-2 license. Test must be taken on the first available opportunity or it will be counted as an attempt. Employees that held another position inside the Union will have bumping rights to a Department they once held a position in.

Approved by City Manager: May 10, 2012

Approved by City Commission: May 14, 2012