



TOWN OF NEDERLAND

Utilities Operator

Job Description

Position/Job Title: Utilities Operator
Department: Public Works Utilities
Hiring Range: \$23.04 – \$32.55/hour
FLSA: Full-time, Non-exempt

Nature of Work

Performs a variety of entry-level, skilled duties related to the installation, maintenance, and repair of all public utility services. Duties and responsibilities include but are not limited to water treatment, transmission, and distribution; wastewater collection and treatment; storm water collection; meter installations; and heavy equipment operation and maintenance.

Supervision Received

Works under the direct supervision of the Utilities Supervisor or works under the supervision of the Utilities Manager.

Supervision Exercised

No supervisory responsibilities are exercised. This is not a supervisory position.

Essential Duties

The following duties and responsibilities are illustrative of the primary functions of this position and are not intended to be all inclusive:

Water:

1. Under direction, installs, repairs, and maintains the Town's distribution system, which includes but is not limited to water mains, water meters and services, fire hydrants, isolation and pressure regulating valves, pumps and motors, and water storage tanks.
2. Under direction, ensures adequate raw water diversion and operates water treatment plant facilities, which includes but is not limited to meters, pumps and motors, membrane treatment process, moving chemical barrels, chemical dosing, monitoring supervisory control and data acquisition (SCADA) software, laboratory testing, and records requirements.

Wastewater:

1. Under direction, performs wastewater collection system maintenance and repairs, which includes but is not limited to safely entering manholes for inspection purposes, repairing leaks, and unclogging mains with proper equipment and tools.
2. Under direction, operates wastewater treatment plant facilities, which includes but is not limited to monitoring the performance of all equipment, gauges, processes,

and supervisory control and data acquisition (SCADA) software in the treatment plant; lab testing and data recording; operating, maintaining, and repairing wastewater treatment plant pumps and equipment; moving chemical barrels and dosing chemicals.

3. Responsible for responding to emergency situations such as water main breaks and overflows in accordance with the proper safety and operational procedures.

Other Duties

Heavy Equipment Operation and Maintenance:

1. Occasionally may be required to operate heavy equipment under the general supervision of the Public Works Manager.
2. Occasionally may be required to perform maintenance on equipment, such as washing, cleaning, greasing, and completing an overall maintenance checklist.
3. May be needed to assist with streets operations or in other Town facilities.

Fire Mitigation:

1. May perform fire mitigation duties, including cutting, trimming, and removing dead trees, fallen trees, and fire hazard trees as identified by the Town.

Building Maintenance:

1. Cleans, maintains, and makes repairs to all Town-owned properties and buildings, including removing trash and recycling, sweeping, mopping, wiping down furniture and equipment, maintaining HVAC, etc.
2. May be asked to perform limited carpentry skills.
3. May perform other duties as required.

Knowledge, Skills, and Abilities

- Knowledge of the chemical composition, structure, and properties of substances and of the chemical processes and transformations that they undergo. This includes uses of chemicals and their interactions, danger signs, production techniques, and disposal methods.
- Knowledge of mathematics to solve problems.
- Knowledge of safety practices common to hazards such as confined space, traffic control, fall protection, and proper PPE.
- Skilled in using industrial control software - human machine interface (HMI) software; Supervisory control and data acquisition (SCADA) software; Wastewater expert control systems.
- Skilled in operations monitoring and control - watching gauges, dials, or other indicators to make sure a machine is working properly. Controlling operations of equipment or systems.
- Skilled in quality control analysis - conducting tests and inspections of products, services, or processes to evaluate quality or performance.
- Skilled in troubleshooting and repairing - determining causes of operating errors and deciding what to do about it. Repairing machines or systems using the needed tools.

- Skilled in performing routine maintenance on equipment and determining when and what kind of maintenance is needed.
- Ability to adjust the controls of a machine, equipment, or a vehicle to exact positions quickly and repeatedly.
- Ability to communicate information and ideas in writing and verbally so others will understand.
- Ability to provide professional customer service to the public and interact with the public in high stress situations.
- Ability to take rotating on call shifts with 24/7 coverage. Must be able to work weekends and overtime, as necessary.

Education, Experience, and Formal Training

Required Minimum Qualifications:

High School Diploma or equivalent.

Possess a valid Colorado Driver's License or ability to obtain upon hire and maintain an acceptable driving record.

Preferred Qualifications:

- Previous experience related to water/wastewater, distributions/collections, or building maintenance preferred.
- Possess a State of Colorado Water and Wastewater Treatment Class "D" certifications; Water Distribution and Wastewater Collections Class "I" certifications, or willing to obtain within six (6) months of hire.
- Possess a valid CDL license with the appropriate endorsements including Class B (26,001 or more pounds), N Tanker, and without L (airbrake restrictions) or willing to obtain within six (6) months of hire preferred.
- Strong math and science skills with laboratory experience preferred.
- Previous experience in the operation of heavy equipment, power tools, volt-ohm meters, computers, printers, telephones, two-way radio, calculators, various engineering/construction instruments and tools, chain saws, and various other instruments and tools associated with this job discipline.
- Previous experience with GIS/GPS mapping systems preferred.

Work Environment

Exposure to potential hazard from caustic chemicals and gases in water and wastewater treatment plants, exposure to high noise levels, dust, including confined spaces. Position requires frequent standing, sitting, and heavy lifting. Exposure to a variety of weather conditions and temperatures, slippery/uneven surfaces. Job requires working alone and as a member of a team. While performing the duties of this job, the employee is regularly required to use physical exertion at all levels. The employee frequently is required to stand, walk, sit, and reach with hands and arms. The employee is occasionally required to climb,

balance, stoop, kneel, crouch, and crawl. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close, distance, color, and peripheral vision, as well as depth perception and ability to adjust focus. The employee occasionally works in high, precarious places and in outside weather conditions. The employee is occasionally exposed to fumes, toxic or caustic chemicals, extreme cold, extreme heat, high wind conditions, and multiple hours of adverse weather, as well as occasional exposure to the risk of electrical shock, radiation, and vibration. The employee occasionally experiences hazards to personal safety. Periodically, the employee is in stressful situations. Employees are also required to operate light and/or heavy-duty equipment, such as gas power generators, water pumps, chain saws, lawn mowers, weed trimmers, backhoes, skid steers, tractors, and jetter/vacuum trucks, or vehicles for extended periods of time during routine operations.

Pay & Benefits

- This is a full-time, benefitted position, starting at \$23.04 – \$32.55/hour, based on experience.
- Employer-sponsored health, dental, and vision insurance
- Employer-sponsored 457(b) retirement plan (up to 4% employer match)
- Generous vacation and PTO package, including 14 paid holidays
- Free pass to Nederland Community Center gym
- Free EcoPass (bus pass)
- Free access to Employee Assistance Program (EAP)
- Short-term and long-term disability insurance
- Life insurance policy (\$50,000)
- Optional Healthcare Flexible Spending Account

This job description is not intended to be an exhaustive list. All duties and descriptions listed in this job description are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. This position description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the organization and requirements of the position change. The Town of Nederland does not discriminate on the basis of race (including traits historically associated with race, such as hair texture and length, protective hairstyles), color, religion, national origin, military or veteran status, sex, age 40 and over, disability, sexual orientation, gender identity, gender expression, marital status, genetic information, or any other status protected by law or regulation. Reasonable accommodations may be made to enable qualified individuals with a disability to perform the essential functions.