

WIDEFIELD WATER AND SANITATION DISTRICT
Water Operator Class A or Class 4 Distribution

Job Title: Water Operator Class A or Class 4 Distribution
Department: Water
Reports To: Water Supervisor
FLSA Status: Non-exempt
Prepared Date: 8/2011
Approved By: Lucas Hale, District Manager
Salary Grade: Grade 8/ \$74,506.00 to \$102,710.00
Status: Active

SUMMARY

This position involves the daily operation and maintenance of the water system including but not limited to treatment facilities, distribution system, equipment, and grounds in a professional, competent, and efficient manner representative of the expected standard for a Class A or Class 4 licensed operator.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may also be assigned.

1. Operates wells, pumps, motors, treatment equipment, and other equipment. Cleans and maintains facilities, equipment, and grounds.
2. Collects and calculates water operations and control data such as tank levels, water quality, water demands, chemical dosages, detention time, volume, etc.
3. Collects samples and conducts water laboratory tests.
4. Performs general equipment inspection.
5. Performs preventative and corrective maintenance.
6. Serves as a plant/system operator. Monitors and adjusts plant/system processes.
7. Reports major repairs, changes, treatment conditions, and work orders to the Supervisor or Manager.
8. Changes chemical containers, delivers needed materials, and performs general plant and system maintenance.
9. Repairs, installs, inspects, and maintains fire hydrants, valves, pumps, vehicles, mains, analyzers, and water service lines.
10. Investigates water quality complaints.
11. Must be willing to work overtime, holidays, and weekends.
12. Must respond to and for emergencies.

13. Must perform work in a safe manner utilizing the proper safety equipment and methods.
14. Performs detailed review and analysis of plant processes, laboratory results, and makes plant operating decisions or recommendations based on the professional interpretations of the above results and conditions.
15. Expected to train, teach, support, and guide less experienced operators.
16. Will be assigned special projects such as coordinating access and plant processes to accommodate capital projects, construction, or other special conditions or circumstances.
17. Will be required to attend meetings to represent the Water Department.
18. Must monitor and operate the domestic water system in a manner that ensures proper levels of chlorine residuals and system pressures are always maintained.
19. Operate, evaluate, and adjust SCADA system.
20. Must be on-call for plant or system and must have the ability to respond within 30 minutes.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities but is expected to perform as acting supervisor or chief plant operator on an interim basis such as during vacancies, holidays, vacations, or illnesses.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); and five years related experience and/or training; or equivalent combination of education and experience. Must possess a Colorado Water Operator A Certification or Class 4 Distribution Certification or the ability to obtain within six months. A Class "A" CDL License with a tanker endorsement is required.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of an organization.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral,

diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Must obtain CPR/First Aid certificate within six months of employment. Must possess a valid Colorado driver's license and be insurable by District standards. A Class "A" CDL License with a tanker endorsement is required or the ability to obtain within the first six (6) months of employment. Computer experience is necessary to include Windows, Excel, and Microsoft Word programs. Must possess a Colorado Water Operator Class A certification or Class 4 Distribution certification or the ability to obtain within 6 months of employment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 100 pounds. The employee must be able to sustain 8 hours of physical work with breaks. Must meet physical requirements to wear Self Contained Breathing Apparatus and full-face respirators. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions, moving mechanical parts, odorous fumes, or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The employee is occasionally exposed to high, precarious places; outside weather conditions; extreme cold; and extreme heat, unsanitary conditions, and equipment. May be exposed to odorous atmospheres for extended lengths of time. The noise level in the work environment is usually loud and can be dusty, wet, slippery, and dangerous.

CAREER PATH

The career path refers to the various positions an employee can move to as he/she grows within the District. The employee may move vertically most of the time but also move laterally or cross functionally to a different type of job role. Having a clear idea about future positions and job responsibilities, the employee and the District can work to identify areas where relevant training is required for the employee to build the competencies to fulfill future job requirements.

WIDEFIELD WATER AND SANITATION DISTRICT
Water Operator Class B or Class 3 Distribution

Job Title: Water Operator Class B or Class 3 Distribution
Department: Water
Reports To: Water Supervisor
FLSA Status: Non-exempt
Prepared Date: 8/2011
Approved By: Lucas Hale, District Manager
Salary Grade: Grade 9/ \$67,492.00 to \$92,602.00
Status: Active

SUMMARY

This position involves the daily operation and maintenance of the water system including but not limited to treatment facilities, distribution system, equipment, and grounds in a professional, competent, and efficient manner representative of the expected standard for a Class B or Class 3 licensed operator.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may also be assigned.

1. Operates wells, pumps, motors, treatment equipment, and other equipment. Cleans and maintains facilities, equipment, and grounds.
2. Collects and calculates water operations and control data such as tank levels, water quality, water demand, chemical dosages, detention time, volume, etc.
3. Collects samples and conducts water laboratory tests.
4. Performs general equipment inspection.
5. Performs preventative and corrective maintenance.
6. Serves as a plant/system operator. Monitors and adjusts plant/system processes.
7. Reports major repairs, changes, treatment conditions, and work orders to the Supervisor or Manager.
8. Changes chemical containers, delivers needed materials, and performs general plant and system maintenance.
9. Repairs, installs, inspects, and maintains fire hydrants, valves, pumps, vehicles, mains, analyzers, and water service lines.
10. Investigates water quality complaints.
11. Must be willing to work overtime, holidays, and weekends.
12. Must respond to and for emergencies.

13. Must perform work in a safe manner utilizing the proper safety equipment and methods.
14. Performs detailed review and analysis of plant processes, laboratory results, and makes plant operating decisions or recommendations based on the professional interpretations of the above results and conditions.
15. Expected to train, teach, support, and guide operators who hold a lower-level license.
16. May be assigned special projects such as coordinating access and plant processes to accommodate capital projects, construction, or other special conditions or circumstances.
17. May be required to attend meetings to represent the Water Division.
18. Must monitor and operate the domestic water system in a manner that ensures proper levels of chlorine residuals and system pressures are always maintained.
19. Operate, evaluate, and adjust SCADA system.
20. Must be on-call for plant or system and must have the ability to respond within 30 minutes.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities but may be expected to perform as acting supervisor or chief plant operator on an interim basis such as during vacancies, holidays, vacations, or illnesses.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below 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.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); and four years related experience and/or training; or equivalent combination of education and experience. Must possess a Colorado Water Operator "B" certification or Class 3 Distribution certification or can obtain within six months. Must possess a Class "A" CDL with tanker endorsement or the ability to obtain within six months of employment.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of an organization.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral,

diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Must obtain CPR/First Aid certificate within six months of employment. Must possess a valid Colorado driver's license and be insurable by District standards. A Class "A" CDL License with a tanker endorsement is required or must be obtained within the first six (6) months of employment. Computer experience is necessary to include Windows, Excel, and Microsoft Word programs. Must possess a Colorado Water Operator Class "B" certification or Class 3 Distribution certification within the first six (6) months of employment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 100 pounds. The employee must be able to sustain 8 hours of physical work with breaks. Must meet physical requirements to wear Self Contained Breathing Apparatus and full-face respirators. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions, moving mechanical parts, odorous fumes, or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The employee is occasionally exposed to high, precarious places; outside weather conditions; extreme cold; and extreme heat. Unsanitary conditions and equipment. May be exposed to odorous atmospheres for extended lengths of time. The noise level in the work environment is usually loud and can be dusty, wet, slippery, and dangerous.

CAREER PATH

The career path refers to the various positions an employee can move to as he/she grows within the District. The employee may move vertically most of the time but also move laterally or cross functionally to a different type of job role. Having a clear idea about future positions and job responsibilities, the employee and the District can work to identify areas where relevant training is required for the employee to build the competencies to fulfill future job requirements.

WIDEFIELD WATER AND SANITATION DISTRICT
Water Operator Class C or Class 2 Distribution

Job Title: Water Operator C or Class 2 Distribution
Department: Water
Reports To: Water Supervisor
FLSA Status: Non-exempt
Approved By: Lucas Hale, District Manager
Approved Date: 8/2011
Salary Grade: Grade 10/ \$61,352.00 to \$84,190.00
Status: Active

SUMMARY

Engages in the production, treatment, storage, and delivery of water in the District, and in repair and maintenance of water facilities including plants, wells, pump stations, storage tanks, valves, hydrants, pressure regulating stations, and related equipment. Also includes interpreting and implementing laboratory, mechanical, and operational data by performing the following duties:

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may also be assigned.

1. Routine documentation and monitoring of facilities. Monitor distribution system from SCADA system.
2. Responsible for water quality and flow through plants and wells, adjust flow rates to keep up with demand.
3. Monitor water quality constituent levels to meet state and federal standards and adjust facility operations accordingly.
4. Monitors equipment and treatment processes.
5. Regulates, adjusts, and calculates chemical feed rates.
6. Performs preventative and corrective maintenance and troubleshooting of equipment.
7. Calculates tank volumes and pumping rates to assure proper fill rates.
8. Performs lab work and calibrates lab equipment.
9. Completes basic water plant and system operations.
10. Assists in coordinating activities of water operations staff.
11. Assists in monthly reports and other required paperwork.
12. Compiles and organizes historical data for facility logs.
13. Prepares work orders for work as needed or scheduled.
14. Coordinates work with other departments.
15. Notifies responsible staff and management of changes in operations.
16. Follows District and industry safety standards.
17. Performs housekeeping of facilities, buildings, and grounds.
18. Locates, maintains, and repairs water services, valves, curb boxes, mains, and hydrants.
19. Prepares and obtains data for operation reports.
20. Works with other departments in a cooperative, supportive, and professional manner.
21. Must monitor and operate the domestic water system in a manner that ensures proper levels of chlorine residuals and system pressures are always maintained.
22. Must be on-call for plant or system and must have the ability to respond within 30 minutes.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities but will be required to train other employees.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to individuals with disabilities to perform their essential duties.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); and two years in water treatment operations and/or training; or equivalent combination of education and experience. Must possess a Colorado Water Operator C certification or Class 2 Distribution certification or ability to obtain within six (6) months of employment. Must possess a Class "A" CDL License with a tanker endorsement or the ability to obtain within the first six (6) months of employment.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER QUALIFICATIONS

Familiarity and experience with basic electrical and mechanical skills preferred.

OTHER SKILLS AND ABILITIES

Proven customer service skills and the ability to work productively with minimal direct supervision. Excellent communications skills (both written and verbal) are essential. Familiarity with SCADA controls. Familiarity and basic skills with Windows based programs including Word and Excel. This position works closely with consumers, and other District departments. Computer skills include spreadsheets, word processing, email, and Windows. Ability to oversee and run special projects.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess a valid Colorado Driver's license and be insurable under District's standards. Must obtain CPR/First Aid Certification within the first six (6) months of employment. Must possess a Colorado Water Operator C certification or Class 2 Distribution certification or ability to obtain within six (6) months of employment. A Class "A" CDL License with a tanker endorsement is required or must be obtained within the first six (6) months of employment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to

enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 100 pounds. The employee must be able to sustain 8 hours of physical work with breaks. Must meet physical requirements to wear Self Contained Breathing Apparatus and full-face respirators. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions, moving mechanical parts, toxic or caustic chemicals, outside weather conditions, and risk of electrical shock. The employee is occasionally exposed to high, precarious places; fumes or airborne particles; extreme cold; extreme heat; and vibration. The noise level in the work environment is usually moderate. However, the noise level in the plant environment is usually loud.

CAREER PATH

The career path refers to the various positions an employee can move to as he/she grows within the District. The employee may move vertically most of the time but also move laterally or cross functionally to a different type of job role. Having a clear idea about future positions and job responsibilities, the employee and the District can work to identify areas where relevant training is required for the employee to build the competencies to fulfill future job requirements.

WIDEFIELD WATER AND SANITATION DISTRICT
Water Operator Class D or Class 1 Distribution

Job Title: Water Operator D or Class 1 Distribution
Department: Water
Reports To: Water Supervisor
FLSA Status: Non-exempt
Approved By: Lucas Hale, District Manager
Approved Date: 8/2011
Salary Grade: Grade 11/ Salary: \$55,761.00 to \$76,527.00
Status: Active

SUMMARY

Engages in the production, treatment, storage, and delivery of water in the District, and in repair and maintenance of water facilities including plants, wells, pump stations, storage tanks, valves, hydrants, pressure regulating stations, and related equipment. Also includes interpreting and implementing laboratory, mechanical, and operational data by performing the following duties:

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may also be assigned.

1. Routine documentation and monitoring of facilities. Monitor distribution system from SCADA system.
2. Responsible for water quality and flow through plants and wells, adjust flow rates to keep up with demand.
3. Monitor water quality constituent levels to meet state and federal standards and adjust facility operations accordingly.
4. Monitors equipment and treatment processes.
5. Regulates, adjusts, and calculates chemical feed rates under the direction of senior staff.
6. Performs preventative and corrective maintenance and troubleshooting of equipment.
7. Calculates tank volumes and pumping rates to assure proper fill rates.
8. Performs lab work and calibrates lab equipment.
9. Completes basic water plant and system operations.
10. Assists in coordinating activities of water operations staff.
11. Assists in monthly reports and other required paperwork.
12. Compiles and organizes historical data for facility logs.
13. Prepares work orders for work as needed or scheduled.
14. Coordinates work with other departments.
15. Notifies responsible staff and management of changes in operations.
16. Follows District and industry safety standards.
17. Performs housekeeping of facilities, buildings, and grounds.
18. Locates, maintains, and repairs water services, valves, curb boxes, mains, and hydrants.
19. Prepares and obtains data for operation reports.
20. Works with other departments in a cooperative, supportive, and professional manner.
21. Must monitor and operate the domestic water system in a manner that ensures proper levels of chlorine residuals and system pressures are always maintained.
22. Must be on-call for plant or system operations on a rotating basis and must have the ability to respond within 30 minutes.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities but may be required to train less experienced employees.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made for individuals with disabilities to perform their essential duties.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); and one year in water treatment operations and/or training; or equivalent combination of education and experience. Must possess a Colorado Water Operator "D" certification or Class 1 Distribution certification. Must possess a Class "A" CDL License with a tanker endorsement or the ability to obtain within the first six (6) months of employment.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER QUALIFICATIONS

Familiarity and experience with basic electrical and mechanical skills preferred.

OTHER SKILLS AND ABILITIES

Proven customer service skills and the ability to work productively with minimal direct supervision. Excellent communications skills (both written and verbal) are essential. Familiarity with SCADA controls. Familiarity and basic skills with Windows based programs including Word and Excel. This position works closely with consumers, and other District departments. Computer skills include spreadsheets, word processing, email, and Windows. Ability to oversee and run special projects.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess a valid Colorado Driver's license and be insurable under District's standards. Must obtain CPR/First Aid Certification within the first six (6) months of employment. Must possess a Colorado Water Operator "D" certification or Class 1 Distribution certification. A Class "A" CDL License with a tanker endorsement is required or must be obtained within the first six (6) months of employment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform their essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 100 pounds. The employee must be able to sustain 8 hours of physical work with breaks. Must meet physical requirements to wear Self Contained Breathing Apparatus and full-face respirators. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions, moving mechanical parts, toxic or caustic chemicals, outside weather conditions, and risk of electrical shock. The employee is occasionally exposed to high, precarious places; fumes or airborne particles; extreme cold; extreme heat; and vibration. The noise level in the work environment is usually moderate. However, the noise level in the plant environment is usually loud.

CAREER PATH

The career path refers to the various positions an employee can move to as he/she grows within the District. The employee may move vertically most of the time but also move laterally or cross functionally to a different type of job role. Having a clear idea about future positions and job responsibilities, the employee and the District can work to identify areas where relevant training is required for the employee to build the competencies to fulfill future job requirements.

Widefield Water & Sanitation District Water Operator Trainee

Job Title: Water Operator Trainee
Department: Water
Reports To: Water Supervisor
FLSA Status: Non-exempt
Approved By: Lucas Hale, District Manager
Prepared Date: 8/2011
Salary Grade: Grade 12/ \$42,230.00 to \$57,972.00
Status: Active

SUMMARY

Performs systems operations and maintenance of water treatment facilities, wells, pump stations, storage tanks, valves, hydrants, pressure regulating stations, mains, and related equipment within established guidelines and under direct supervision. The duties listed will be performed under the direction of senior staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES UNDER DIRECT GUIDANCE include the following. Other duties may also be assigned.

1. Routine documentation and monitoring of facilities. Monitor distribution system from SCADA system.
2. Responsible for water quality and flow through plant and wells and adjust flow rates to keep up with demand.
3. Monitors water quality constituent levels to meet state and federal standards and adjust plant operations accordingly.
4. Monitor's equipment, wells, tanks, pump stations, and treatment processes.
5. Regulates, adjusts, and calculates chemical feed rates.
6. Performs preventative and corrective maintenance and troubleshooting of tools and equipment.
7. Calculates tank volumes and pumping rates to assure proper fill rates.
8. Performs lab work and calibrates lab equipment.
9. Performs sampling duties.
10. Completes basic water plant and system operations.
11. Assists in monthly reports and other required paperwork.
12. Compiles and organizes historical data for facility logs.
13. Prepares work orders for work as needed.
14. Coordinates work with other departments.
15. Notifies responsible staff and management of changes in operations.
16. Follows District safety and industry standards.
17. Performs housekeeping of facilities, buildings, and grounds.
18. Repairs and maintains system valves, lines, PRV's, tanks, pumps, motors, and hydrants.
19. Must monitor and operate the domestic water system in a manner that ensures proper levels of chlorine residuals and system pressures are always maintained.
20. Performs Customer Service Requests.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); one to three months related experience and/or training; or equivalent combination of education and experience in water related field or water and or environmental sciences.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER QUALIFICATIONS

Familiarity and experience with basic electrical and mechanical skills preferred.

OTHER SKILLS AND ABILITIES

Proven customer service skills and the ability to work productively with minimal direct supervision. Excellent communications skills (both written and verbal) are essential. This position works closely with consumers, contractors, developers, and other District departments.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess a valid Colorado Driver's license and be insurable under District's standards. Must obtain CPR/First Aid Certification and a Class B CDL within the first six (6) months of employment. Must obtain a Colorado Water Operator Class D or Distribution Class 1 Certification within 12 months of date of employment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 100 pounds. The employee must be able to sustain 8 hours of physical work with breaks. Must meet physical requirements to wear Self Contained Breathing Apparatus and full-face respirators. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts and outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; extreme heat; risk of electrical shock; and vibration. The noise level in the work environment is usually moderate to loud.

CAREER PATH

The career path refers to the various positions an employee can move to as he/she grows within the District. The employee may move vertically most of the time but also move laterally or cross functionally to a different type of job role. Having a clear idea about future positions and job responsibilities, the employee and the District can work to identify areas where relevant training is required for the employee to build the competencies to fulfill future job requirements.