



TOWN OF JACKSON
JOB DESCRIPTION

JOB TITLE: Senior Water Utility Operator	LAST UPDATED: 2018
PAY BAND: 7	FLSA STATUS: Non-Exempt
DEPARTMENT: Public Works	SUPERVISOR: Water Utility Manager

Job Purpose: Protects Town of Jackson potable water supply by performing simple and complex technical work including the operation, servicing, monitoring, analysis, repair, and maintenance of Town water distribution system. This position serves as the “Backup Operator” in water systems by the Wyoming Department of Environmental Quality.

Supervision: Works under direction of Water Utility Manager.

Supervision Exercised: Has no direct supervisory responsibilities but serves as lead worker for divisional personnel.

Essential Duties and Responsibilities:

(This list does not include all duties and responsibilities that may be assigned to this position.)

Performs semi-skilled and skilled work concerning the maintenance of Town of Jackson potable water distribution system.

Operates and maintains plant equipment, wells, pumps, water mains, fire hydrants, chemical feeders, valves, and gauges.

Ensures compliance with applicable federal, state, and local rules, regulations, and requirements. Designated as “back-up operator” in water for WY DEQ.

Records and reports readings, chemical analysis, water and chemical flows, chemical inventories, and maintenance performed on system, and completes other reports and forms as required. Prepares, updates, and maintains the operation and maintenance manual for the Town of Jackson water system.

Performs a variety of maintenance and repair tasks, including routine maintenance of water meter system and related infrastructure components.

Conducts water service taps and leak detection surveys.

Analyzes and addresses situations concerning pressure loss or loss of water and helps determine if liability lies with Town of Jackson or property owner.

Provides exceptional internal and external customer service.

Assists Street Division with snow removal operations as necessary.

Serves as Water Utility Manager in absence of Water Utility Manager. Provides input into budget preparation and oversight. Codes invoices and monitors budgetary expenses as directed.

Desired Minimum Qualifications:

Education and Experience:

Any combination of education and experience providing skill and knowledge for successful job performance is required. Typical qualifications include:

- High school diploma or GED equivalent; and
- Two - four (2-4) years experience in water/wastewater construction/treatment/management activities.

Job-Specific Knowledge, Skills, and Abilities:

- Working knowledge of water/wastewater characteristics, treatment plant principles, operations, and equipment.
- Practical knowledge of, and ability to apply, scientific testing methods using chemistry, mathematics, and biology theories.
- Working knowledge of data entry/keyboarding and various computer software and hardware business applications.
- Knowledge of methods, materials, and equipment necessary for maintenance and construction of water infrastructure system.
- Working knowledge of the hazards, and the ability to observe safety precautions, common in construction.
- Skilled in operation of equipment and tools listed below.
- Ability to establish and maintain effective working relationships with other employees, supervisors, and the public.
- Ability to understand verbal information and instruction, exchange information with others, and develop and present recommendations.
- Ability to use mathematical reasoning as necessary to carry out operational duties of department.
- Ability to use analytical skills and apply results.

Knowledge, Skills, and Abilities Related to the Town of Jackson Purpose, Mission, and Values:

Our Purpose (Why we exist as an organization)

The Town of Jackson exists to provide municipal services necessary to support the residential, business, environmental, and historical interests that define our community. Our services enhance the quality of life for those who live here and enhance the experience for our guests.

Our Mission (What we do)

It is the mission of the Town of Jackson Municipal Organization to provide municipal services that enhance the quality of life for our residents and guests and to help support the local economy. We train, mentor and challenge our employees to develop to their highest potential and to provide service that exceeds the expectations of residents, guests and others. We foster partnerships to solve problems and more effectively use our resources. We appreciate the unique environmental resources and scenic beauty where we live and work and acknowledge our responsibilities to future generations.

VALUES

CUSTOMER FOCUS & SERVICE. *We provide exceptional customer focus and service – to both internal and external customers.*

OPENNESS. *We are open in all respects as we work together – displaying an open mind, an open door and open communication.*

INNOVATION. *We utilize the creativity and innovative ideas of employees at all levels to address our increasingly complex challenges.*

RESPECT. *We treat everyone, everything and everywhere with respect.*

PROFESSIONALISM. *We display high levels of professionalism in all interactions.*

POSITIVE WORKPLACE. *We take responsibility for creating a positive and healthy workplace – through displaying positive attitudes and positive behaviors.*

STEWARDSHIP AND CONSERVATION. *We are the current caretakers of our resources.*

IT IS MY JOB. IT IS OUR JOB.

- Ability to understand and contribute to accomplishing the Town of Jackson Purpose and Mission.
- Ability to understand and comply with the Town of Jackson Values.
- Ability to read, comprehend, and comply with the Ins and Outs of the Town of Jackson Values as set forth in the Performance Management System documents.
- Ability to be an example to others in the organization in terms of understanding and application of the Town of Jackson Values.
- Ability to display positive behaviors towards improving the culture of the organization through understanding, support, and application of the Town of Jackson Values.

Special Requirements:

- Class B commercial driver's license must be held or attained within thirty (30) days of hire date; and
- Wyoming Class II, Water Systems Certification license must be held or attained during first year of employment; and
- Ability to pass federally mandated drug/alcohol test and post-job offer/pre-employment physical examination.
- HAZMAT CDL endorsement for chlorine

Equipment and Tools Used:

- Automobile, telephone, calculator, computer, photocopier, fax machine, typewriter, and other office equipment, laboratory meters and testing devices, power tools, hand tools, tractor, backhoe, sewer cleaning truck, single axle dump truck, boom truck, front loader, mini excavator, motor grader, forklift, and other related equipment and tools.

Physical Requirements:**

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

While performing job duties, employee frequently stands, walks, sees, hears, and speaks. Employee frequently uses hands to finger, handle, or feel objects, tools, or controls. Employee frequently stoops, kneels, bends, crouches, and/or twists.

Employee is exposed to moderate levels of lifting up to 25 pounds, carrying up to 25 pounds, pushing 100 or more pounds, and pulling 100 or more pounds.

Employee occasionally sits. Employee occasionally climbs, balances, and/or crawls. Employee occasionally reaches and works with hands above shoulder height lifting up to 10 pounds and reaches and works with arms extended at shoulder height lifting up to 10 pounds. Employee occasionally uses the sense of smell.

Specific vision requirements for this job include frequent use of near vision, far vision, peripheral vision, depth perception, and the ability to adjust focus. Hand-eye coordination is necessary to operate computers, office equipment, and other equipment and machinery.

Specific auditory (hearing) requirements include frequent exposure to routine conversation and the abilities to receive audible signals and communicate via two-way radio.

Mental Requirements:**

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

While performing job duties, employee frequently comprehends and executes oral instructions, uses hand power tools, and performs repair and maintenance of equipment. Employee frequently works as a member of a team and works without supervision.

Employee is exposed to moderate levels of observing and reading instruments, gauges, and dials to determine operating status, inspecting and observing for equipment defects, counting and making simple arithmetic additions and subtractions, using measuring devices (tapes, gauges, rules, weight scales, etc.), operating cars and trucks, operating industrial equipment, and using non-power tools (hammers, wrenches, etc.). Employee is exposed to moderate levels of assembling/disassembling objects, determining nature and location of malfunctions, and operating equipment requiring specialized knowledge of process.

Employee occasionally reads and carries out written instructions, reads work orders, job tickets, graphs, logs, and schedules, estimates size, form, quality or quantity of objects, estimates speed of moving objects, and computes and calculates test results. Employee occasionally determines malfunctions by direct observation and makes adjustments to obtain desired operating conditions (turning valves, switches, moving and setting controls, etc.). Employee occasionally plans own work activities, plans, directs and coordinates work of others, trains other workers, works alone, works under pressure, works rapidly for long periods of time, and works on several tasks at the same time.

Working Conditions:**

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

While performing job duties, employee frequently works outside and inside. Employee is frequently exposed to oil, grease, and dirt. Employee is frequently exposed to unavoidable hazards from moving objects.

Employee is exposed to moderate levels of extreme heat and cold with or without temperature changes and wet conditions with or without temperature changes. Employee is exposed to moderate levels of fumes, dusts, and gases. Employee is exposed to moderate levels of unavoidable mechanical hazards and unavoidable hazards while performing excavations.

Employee occasionally performs work underground, in humidity, and in dampness. Employee is occasionally exposed to unavoidable electrical hazards and unavoidable hazards from working with chlorine gas. Employee occasionally performs work at heights and in confined spaces. Employee is occasionally exposed to vibrations. Employee is occasionally exposed to blood borne pathogens, body fluids and tissue, and possible diseases of known and unknown origin. Employee is occasionally exposed to adverse weather and/or unfavorable traffic conditions while driving from Town of Jackson offices to off-site locations.

The employee is frequently exposed to intermittent noise and noise generated in a normal office environment. Employee is occasionally exposed to constant noise.

**The terms "Frequent," "Moderate," and "Occasional" are quantified as follows:

- Frequent: occurs 60-100% of the time
- Moderate: occurs 21-59% of the time
- Occasional: occurs 1-20% of the time

Job Selection Guidelines:

Formal application, rating of education and experience, oral interview, reference check, and job related tests may be required, including physical agility test, polygraph examination, drug testing, etc.

The duties listed above 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 job description is intended as a guide for the efficient and professional performance of a job. Nothing herein shall be construed to be a contract between the Town of Jackson and the employee. Additionally, this job description is not to be construed by any employee as containing binding terms and conditions of employment. The Town of Jackson retains the absolute right to terminate any employee, at any time, with or without cause. Management retains the right to change the contents of this job description, as it deems necessary, with or without notice. Employment is on an at-will basis.

I, the undersigned, have read and understand this job description and am able to perform essential job functions with or without any reasonable accommodation:

Employee Signature: _____ Date: _____

Approval: _____ Approval: _____
Supervisor Personnel Director

Effective Date: _____ Revision History: _____