

**CITY OF BLACK HAWK  
2016 Job Description**

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**JOB TITLE: Water Utility Operator I**

**DEPARTMENT: Public Works**

**REPORTS TO: Water Superintendent**

**EXEMPT: No**

**HIRING RANGE: \$19.0721 - \$21.9326 / HR**

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**SUMMARY**

Direction received from the Water Superintendent; Instruction and training may be provided by the Lead Operator. A Water Utility Operator I will operate and maintain the water treatment plants, distribution system, maintain and repair water mains, service lines, valves, pumps and water related appurtenances. This is the entry-level class in the Utility Operator series. Incumbents entering the class typically have little or no directly related work experience and are closely supervised during training in the operations and procedures. Generally, work is observed and reviewed both during performance and upon completion, and changes in procedures or exceptions to rules are explained in detail as they arise.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Operates the water treatment plants under the direction of the Water Superintendent and the Lead Operator to ensure the production of high quality potable water.
- Conducts water treatment plant startup and shutdown procedures.
- Changes plant operations to adjust to changing needs; adjust pumps, flow control valves, and chemical feed systems under the direction of the Water Superintendent or the Lead Operator. Installs repairs and maintains water mains, valves, pumps, pressure reducing valves, surge suppressors, fire hydrants and related equipment to the operation of the water treatment plants and distribution system.
- Monitors and evaluates plant readings via SCADA system. Compiles readings and test results into hourly, daily, and monthly reports.
- Identifies and informs supervisor and co-workers of present and potential problems and hazards and works with department staff to resolve accordingly.
- Collects water samples from the water plants and distribution system and performs analysis in accordance with regulations using a variety of lab equipment. Evaluates and makes necessary chemical adjustments to the water plant under the direction of the Water Superintendent and the Lead Operator. Determines appropriate plant pumping rates in relation to water consumption.
- Performs a variety of tasks related to water treatment plant operation, installation and maintenance, including but not limited to; chemical feed equipment, process control equipment, , calibration of lab and process equipment, and general building and equipment maintenance.
- Monitors, maintains, and repairs raw water collection systems including intake structures, wells, infiltration gallery components and screens.
- Responds to after hour emergency calls regarding water treatment plants and distribution system.

- Follows City and department safety procedures including but not limited to: confined space entry, trenching and shoring safety, safety procedures for water operators, traffic and workplace safety procedures, lock out tag out program, respiratory protection program and chlorine safety program.
- Monitors surveillance cameras utilized for facility security and process monitoring.
- May be required to assist in preparing reports, work orders, property damage reports, prepare water quality reports and complete water quality sampling compliance reports for submittal to the Water Superintendent.
- Performs janitorial, grounds keeping and maintenance of all water treatment, pump station facilities and distribution system components.
- Works a varying schedule and/or shift including weekends, holidays and night shift duties when required.
- May be required to work overtime.
- Serves on call as required
- Other duties as assigned

#### **OTHER DUTIES AND RESPONSIBILITIES**

- Assists in responding to and investigating customer questions and complaints regarding perceptions of water quality. Assists in resolving problems or refers to proper personnel.
- Assists with inspections on new water service and water main installations.
- Reads and repairs water meters.

#### **SUPERVISORY RESPONSIBILITIES**

- None.

#### **QUALIFICATIONS**

##### **Education and Experience:**

- High school diploma or GED. Six months of experience in water utility operations is preferred. Equivalent combinations of education and experience may be considered.

##### **Required Knowledge, Skills and Abilities:**

- Knowledge of the methods, materials, and tools used in the operation of water facilities and distribution systems.
- Knowledge of sampling and laboratory procedures.
- Knowledge of trench safety, traffic control, and confined space entry.
- Skill in accurately performing complex mathematical computations, such as proportions, percentages, dosage calculations, area, circumference, and volume.
- Skill in maintaining detailed and accurate records.
- Skill in defining problems, collecting data, establishing facts, drawing valid conclusions, making accurate and timely decisions, and reacting accordingly.

- Skill in changing approach or methods based upon circumstances unique to a particular situation in order to achieve desired results.
- Skill in using standard office equipment, computer equipment and software including word processing, spreadsheet applications and electronic mail.
- Skill in communicating effectively both verbally and in writing.
- Skill in the safe and lawful operation of a motor vehicle.
- Ability to learn Plant Control Systems and instrumentation.
- Ability to learn, to understand, to interpret, and comply with ordinances, standards, laws and State and Federal Drinking Water Regulations.
- Ability to apply concepts of basic algebra and geometry.
- Ability to organize tasks in order to avoid duplicating effort, and confusing or misplacing materials; set priorities and schedule activities; and handle multiple tasks without sacrificing deadlines, quality, or quantity of work.
- Ability to present a professional, courteous, competent image that will reflect well on the department and the City.
- Ability to understand and carry out oral and written instructions.
- Ability to adapt to multiple demands or changing priorities, and accommodate emergencies.
- Ability to periodically be on call in accordance with department policies.
- Ability to establish and maintain effective working relationships with City employees, other agencies and the general public.
- Ability to work independently in the absence of supervision.

#### **Certificates and/or Licenses**

- Colorado Class “D” Water Plant Operator Certification required within one year of employment.
- Colorado Class 1 Distribution Systems Certification required within one year of employment.
- Valid Colorado Driver’s License with safe driving record.

#### **EQUIPMENT USED**

Pallet jacks, skid loader, a variety of water pumps, lab equipment, meters, chemical pumps, large volumes of highly caustic/acidic chemicals, high voltage electrical switches, turbidity meters, pH meters, Spectrophotometer, cutting torch, hydraulic tools, Self-Contained Breathing Apparatus (SCBA) and chlorine equipment, and general hand and power tools used in water facility and distribution system maintenance. Employee operates City vehicles.

#### **WORK ENVIRONMENT / PHYSICAL DEMANDS**

Work is performed in an office, plant, or field environment with regular exposure to chemicals, noise, working near moving mechanical parts, fumes or airborne particles, working in all weather conditions, and risk of electrical shock and explosive gases. The incumbent is occasionally exposed to wet, humid conditions, extreme cold, extreme heat, vibration and work in precarious places, such as vaults. This position requires strenuous physical work. The employee is

regularly required to sit, stand, walk, talk, hear, see, use hands and fingers, reach with hands and arms, and climb, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this position include close, distance, color, and peripheral vision, as well as depth perception, and the ability to adjust focus.

#### **COMMENTS**

The intent of this classification is to describe the types of job tasks and levels of responsibility and difficulty required of persons assigned to this classification title. This is not to be considered a detailed description of every duty/responsibility of the job.

The City of Black Hawk is an Equal Opportunity Employer. Pursuant to the *Immigrations Reform and Control Act*, it is the City's intention to hire only individuals who are United States citizens or aliens authorized to work and live in the United States.