

CITY OF BLACK HAWK
2024 Job Description

JOB TITLE:	Water Utility Operator I	DEPARTMENT:	Public Works
REPORTS TO:	Water System Superintendent	EXEMPT:	No
SALARY RANGE: \$26.6913 - \$37.3679 / HR			

SUMMARY

Direction received from the Water Superintendent; Instruction and training may be provided by higher-level Operators. A Water Utility Operator I assist the operation and maintenance of the water treatment plants, distribution system, raw water system, maintenance and repair of water mains, service lines, valves, pumps, and water-related appurtenances. This is the entry-level class in the Utility Operator series. Employees 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.

SUPERVISORY RESPONSIBILITIES

- None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists with the operations of the water treatment plants, distribution system, and raw water system under the direction of the Water Superintendent and higher-level Operators 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 higher-level Operators. 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 higher-level Operators. 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 systems.
- 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, lockout 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, groundskeeping, and maintenance of all water treatment, pump station facilities, raw water system, 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.
- 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 water meters.

Required Knowledge, Skills, and Abilities:

- Ability to learn the methods, materials, and tools used in the operation of water facilities and distribution systems.
- Ability to learn sampling and laboratory procedures.
- Ability to learn 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 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.

QUALIFICATIONS

Education and Experience:

- High school diploma or GED. Six (6) months of experience in water utility operations is preferred. Formal training in water treatment desired. Equivalent combinations of education and experience may be considered.

Certificates and/or Licenses

- Colorado Class "D" Water Plant Operator Certification required within one (1) year of employment.
- Colorado Class 1 Distribution Systems Certification required within one (1) year of employment.
- Flagger certification is required within one (1) year of hire.
- Valid Colorado Driver's License with a safe driving record.

EQUIPMENT USED

Pallet jacks, skid loader, UTV, City pickup, 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 employee 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 fifty (50) 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 those authorized to work and live in the United States.

I have read and fully understand the job duties of the job description.

Signature: _____ **Date:** _____