

**CITY OF BLACK HAWK**  
**2024 Job Description**

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<b>JOB TITLE:</b>	<b>Water Utility Operator II</b>	<b>DEPARTMENT:</b>	<b>Public Works</b>
<b>REPORTS TO:</b>	<b>Water Superintendent</b>	<b>EXEMPT:</b>	<b>No</b>
<b>SALARY RANGE:</b>	<b>\$28.0259 - \$39.2362 / HR</b>		

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**SUMMARY**

Under the direction of the Water Superintendent, instruction and training may be provided by higher level Operators. A Water Utility Operator II will assist with operation and maintenance of the water treatment plants, distribution system, raw water system, maintain and repair water mains, service lines, valves, pumps, and water related appurtenances. This is the intermediate-level class in the Utility Operator series and is expected to perform a wider range of work in the water treatment plants and the distribution system with occasional instruction or assistance.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Assists with operation of the water treatment plants 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, pressure reducing valves, pumps, 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.
- Assists in the training and mentoring of new treatment plant employees in all aspects of the water treatment plants operation.
- 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 or higher-level Operators. Collects daily, weekly, monthly, and annual water samples for State and Federal monitoring requirements.
- 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, pump and motor maintenance, equipment installation and maintenance,

calibration of lab and process equipment, and general building and equipment maintenance.

- Monitors, maintains, and repairs raw water collection systems, including wells, intake structures, screens and infiltration gallery components.
- 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 practices, 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.
- Prepares reports, work orders, property damage reports, monthly water quality operational reports, weekly operational reports, flow totals, completes water quality sampling compliance reports for submittal to the Water Superintendent and/or regulatory agency.
- Completes water utility locates and coordinates work with contractors.
- Performs janitorial, grounds keeping, and maintenance of all water treatment, pump station facilities, raw water, 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.
- Responds and investigates customer questions and complaints regarding perceptions of water quality. Resolves problems or refers to proper personnel.
- Reads and repairs water meters.
- Inspects new water service and water main installations.
- Assists with observing and inspecting water department projects in accordance with the City of Black Hawk standards and specifications.

## **SUPERVISORY RESPONSIBILITIES**

- None.

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of water treatment and purification principles, procedures and methods.
- Knowledge of the methods, materials, and tools used in the operation of water facilities and distribution systems.
- Knowledge of State and Federal Drinking Water Regulations.
- Knowledge of Plant Control Systems and instrumentation.
- 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, hydraulic 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 verbally and in writing.
- Skill in the safe and lawful operation of a motor vehicle.
- Ability to learn, interpret, understand, 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 establish and maintain effective working relationships with City employees, other agencies, and the general public.
- Ability to train and mentor employees.
- Ability to work independently in the absence of supervision.
- Ability to be on call in accordance with department policies.

## **QUALIFICATIONS**

### **Education and Experience:**

- High school diploma or GED and two (2) years of experience in water utility operations. Equivalent combinations of education and experience may be considered.

### **Certificates and Licenses:**

- Colorado Class "C" Water Plant Operator Certification.
- Colorado Class 2 Distribution Systems Certification.
- Valid Colorado Driver's License with good driving record.
- Flagger Certification.

## **EQUIPMENT USED**

Pallet jacks, UTV, City pickup, 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. Drive and operate 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 (listen), see (observe), 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:** \_\_\_\_\_