

TOWN OF MILFORD - JOB DESCRIPTION

JOB TITLE:	Operator – Water Department, Certified	GRADE LEVEL:	15
CLASSIFICATION:	Non-exempt	DEPT:	WUD
CREATED:	02/1996	REV DATES:	06.17.2015 02.06.2017

<u>Job Description:</u>	Responsible for attending to various distribution system tasks, to include reading, installing, replacing, removing, testing, maintaining water meters and backflow devices and attending to various water distribution tasks. Assist with water treatment tasks as assigned.
<u>Accountability:</u>	Reports to the Water Department Foreman.
<u>Equipment Used:</u>	Equipment includes, but is not limited to: motor vehicles, hand tools, testing equipment, office equipment, and pipe locating equipment.
<u>Environment:</u>	Inside: <u>15</u> % Outside: <u>85</u> %

Duties and Responsibilities:

<p>Note: Except as specifically noted, the following functions are considered essential to this position. The listed duties, however, are not meant to be a complete listing of the duties which may be undertaken by this position.</p>	<ol style="list-style-type: none"> 1. Receive daily assignments from Water Department Foreman. 2. Utilize SCADA, make adjustments and performing regular inspections of water treatment/distribution works, including water storage tanks, booster stations, water wells, well fields. Collects water samples as needed. 3. Observe operations of chemical feed systems, and replenishes supplies as needed, monitors and measures feed rates on a regular and timely basis. Enter data in operational logs and other permanent and temporary records and reports. 4. Perform customer related activities including testing backflow devices, checking on high consumption water. 5. Maintain professional, effective working relationship with all staff levels and the public. 6. Perform general housekeeping and other building and grounds tasks as assigned. 7. Stay alert to current and pending operational and environmental issues; performs routine and preventive maintenance with awareness of process alternatives as well as safety guidelines. 8. Assist with repairs to the distribution system by closing/opening valves and with pipe repairs. 9. Assist with the spring/fall hydrant flushing activities. 10. Assist with water main repair/replacement/in-road project work, operating necessary 11. Attend training events, seminars and in-house cross-training events to maintain and improve skills and knowledge. Perform duties in accordance with all local, state and federal laws, rules and guidelines. 12. Repair and extend device curb boxes, locate curb boxes, pipe lines, and appurtenances using electronic equipment. 13. Maintain distribution system and meter inventory. 14. Prepare field sketches of locations of pipe line valves and hydrants.
---	--

	15. Available for additional work, nights, weekends, holidays, overtime as required in order to meet emergency situations as they arise. 16. On-call for periodic seven (7) day rotation. 17. Performs other related duties as assigned.
--	--

Physical Activity Requirements:
Frequently, Occasionally, Seldom, Rarely or Not Required

<u>PRIMARY PHYSICAL REQUIREMENTS</u>	<u>F</u>	<u>O</u>	<u>S</u>	<u>R</u>	<u>N</u> <u>R</u>	<u>OTHER PHYSICAL CONSIDERATIONS</u>	<u>F</u>	<u>O</u>	<u>S</u>	<u>R</u>	<u>N</u> <u>R</u>																																																																																				
LIFT up to 10 lbs.:	X					Twisting	X																																																																																								
LIFT 11 to 25 lbs.:	X					Bending:	X																																																																																								
LIFT 26 to 50 lbs.:		X				Crawling:		X																																																																																							
LIFT over 50 lbs.:				X		Squatting:	X																																																																																								
CARRY up to 10 lbs.:	X					Kneeling:		X																																																																																							
CARRY 11 to 25 lbs.:		X				Crouching:		X																																																																																							
CARRY 26 to 50 lbs.:		X				Climbing:		X																																																																																							
CARRY over 50 lbs.:				X		Balancing:		X																																																																																							
REACH above shoulder height:		X				<u>WORK SURFACE(S)</u> Concrete, asphalt and gravel surfaces, lawns, wood, utility vehicles.																																																																																									
REACH at shoulder height:		X																																																																																													
REACH below shoulder height:	X																																																																																														
PUSH/PULL:	X																																																																																														
<u>HAND MANIPULATION</u>	<u>F</u>	<u>O</u>	<u>S</u>	<u>R</u>	<u>N</u> <u>R</u>	<u>DURING AN 8-HOUR DAY, EMPLOYEE IS REQUIRED TO:</u> <table><tr><th colspan="8">Consecutive Hours</th><th colspan="8">Total Hours</th></tr><tr><th></th><th>1</th><th>2</th><th>3</th><th>4</th><th>5</th><th>6</th><th>7</th><th>8</th><th>1</th><th>2</th><th>3</th><th>4</th><th>5</th><th>6</th><th>7</th><th>8</th></tr><tr><td>Sit</td><td></td><td><u>1-2</u></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td><u>1-2</u></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Stand</td><td></td><td><u>2-3</u></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td><u>2-3</u></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Walk</td><td></td><td><u>2-3</u></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td><u>1-3</u></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>						Consecutive Hours								Total Hours									1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8	Sit		<u>1-2</u>								<u>1-2</u>							Stand		<u>2-3</u>								<u>2-3</u>							Walk		<u>2-3</u>								<u>1-3</u>						
Consecutive Hours												Total Hours																																																																																			
	1	2	3	4	5							6	7	8	1	2	3	4	5	6	7	8																																																																									
Sit		<u>1-2</u>														<u>1-2</u>																																																																															
Stand		<u>2-3</u>														<u>2-3</u>																																																																															
Walk		<u>2-3</u>								<u>1-3</u>																																																																																					
Grasping:	X																																																																																														
Handling:	X																																																																																														
Torquing:	X																																																																																														
Fingering:	X																																																																																														
Controls and Equipment:	X																																																																																														

Controls & Equipment:

- Work is performed inside and out of doors in an environment which includes exposure to physical elements or a number of disagreeable working conditions.
- The physical demands of the duties described here are representative of those that must be met by an employee to successfully perform the essential functions of this position.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Cognitive and Sensory Requirements:

Talking:	Necessary for communicating with others.
Hearing:	Necessary for receiving information and instructions; audible alarm recognition.
Sight:	Necessary to perform job effectively and correctly; warning light recognition.
Tasting & Smelling:	Necessary to detect smoke, fumes and leaks. Tasting not required.

Specific Vocational Preparation Requirement(s):

	Short demonstration only		Any "beyond short" demonstration up to and including 30 days.		30-90 days
	91-180 days		181 days to 1 year		1 to 2 years
X	2 to 4 years		4 to 10 years		Over 10 years
Required:		High school diploma or equivalent. Possession of valid N.H. Driver's License.			
Experience		2-4 years of experience required.			
Supervisory experience:		n/a			
Licensure/Certification Requirements:		NH Grade I Distribution System certification, Certification as a Backflow Prevention Device Inspector, CDL B or ability to obtain same within specified time period.			
Other Training, and/or related Skills		Must possess basic math skills, ability to read, write, and verbally communicate in English.			

Summary of Occupational Exposures:

Summary of Occupational Exposures:

Exposure includes but is not limited to acids and bases; compost (dust & fungus); cleaning compounds; confined spaces; electrical shock; elevated noise levels; hydrogen sulfide; polymer; potassium permanganate; raw sewage; septage; screenings; sodium hydroxide; biosolids; ultraviolet light; zinc orthophosphate; fuels; fluids; herbicides; pesticides. May be exposed to long periods of sunlight, poisonous plants, and various insects (to include bees). Normal office equipment to include computer terminal; copy machine; fax machine, etc.

Other Considerations and Requirements:

Other Considerations and Requirements:

- ✓ Must be accurate, dependable, and have good customer relation skills.
- ✓ Must possess basic math skills, ability to read, write, and verbally communicate in English
- ✓ Must be able to perform strenuous physical labor under varying and adverse weather conditions.
- ✓ Must be able to understand and follow oral and written instructions.
- ✓ Must be able to execute safe work procedures associated with assigned work.
- ✓ Must be able to follow established safety rules and procedures.
- ✓ Must be dependable, responsible and conscientious.
- ✓ Must be able to work with minimal supervision.
- ✓ Requires that this employee treat the citizens of the Town and members of the staff with respect and courtesy to promote and maintain effective working relationships between taxpayers, the public and all Town departments.
- ✓ Requires the projection of a positive attitude and image about the Town of Milford, a pleasant demeanor, and a commitment to service to the public and staff.

I acknowledge receipt of this job description and understand the functions of the position as specified above. I understand the job description is representative of the position, not all inclusive.

Signature

Date

This job description was reviewed and approved by Dept Manager and HR on

8.28.2020