

City of Sullivan Job Description

W&S Equipment Operator

General Purpose of Position

Maintains, helps construct, and tests the City's water and sewer systems

Major Duties and Responsibilities

Installs and maintains water and sewer lines

- \$ Notifies utility locating services prior to digging
- \$ Operates backhoe to dig ditches within city easement
- \$ Ensures safety and integrity of ditch
- \$ Installs pipe of various size in ditch
- \$ Makes certain joints fit properly and lays pipes at proper angle
- \$ Tests pipe for proper pressure leaking, etc.
- \$ Backfills ditch and refinishes grade; operate front-end loader
- \$ Assists with project planning and materials estimation

Performs repairs on main breaks

- \$ Digs line, using a jackhammer, recognizing risk of flooding
- \$ Places proper repair clamp
- \$ Determines extent of necessary repair
- \$ Re-fills and landscapes

Makes water taps

- \$ Determines appropriate meter to install
- \$ Assists with paperwork needed for billing
- \$ Takes meter and other necessary equipment to site and installs meter
- \$ Refills and landscapes as needed
- \$ Checks for water pressure and accuracy of installation

Operates and maintains equipment

- \$ Prepares sites for water towers
- \$ Assists in preparing road beds, clearing sites as needed
- \$ Inspects equipment maintenance records
- \$ Performs and records general equipment maintenance and repair
- \$ Uses Gas Detector for checking sewer gases an manholes and buildings
- \$ Utilizes Volt and Amp meters to troubleshoot control panels

- § Uses Sewer Cleaning Machine to clean and maintain sewer lines, manholes, and wet wells, determining the correct hose to use, operating hose to clean pipe, maintaining appropriate water pressure, and checking to assure blockage has been cleared
- § Operates jackhammer and dump truck for cutting roads and clearing rock out of ditches

Performs maintenance duties

- § Checks and maintains lift stations, pump stations, grinder pumps, and gravity and pressure lines
- § Removes and replaces motors, checks valves, seals impellers, and electrical components
- § Cleans out manholes, wet wells, and sewer mains

Installs new taps and systems

- § Sets manholes, wet walls, and lays pipe in ditches
- § Wires electric motors and control panels
- § Refills and landscapes as needed

Maintains well houses

- § Cleans equipment and facility
- § Maintains proper pressure and chemical balance in system
- § Tests water for fluoride and chlorine
- § Make sure water towers are at proper levels
- § Reads pump usage
- § Records findings
- § Troubleshoots gauge or pumps malfunctions and calls supervisor for instruction when necessary
- § Refills chemicals, air tubes, etc. when necessary
- § Paints, mows, and weeds facility

Reads utility meters

- § Takes monthly readings for residential, commercial, and city meters
- § Provides readings to departmental administrative personnel
- § Deals with residents and animals on route as needed

Answers emergency calls

- § Receives and responds to calls
- § Assesses situation, solves problem, and calls for back-up when necessary
- § Completes required work satisfactorily

Performs other duties as directed

Job Context

Status	Full-time
FLSA status	Non-exempt
Department	Water and Sewer
Immediate Supervisor(s)	Water and Sewer Commissioner
Frequency of supervision	Daily
Number of supervised employees	Up to 3
Number of employees overseen or directed	0
Type of work schedule	Regular hours, year around
Frequency of overtime	Frequent
Frequency of night work	Occasional
Shift position	Not applicable
On call status	Rotating schedule and emergencies
Percentage of work indoors	5%
Percentage of work outdoors	95%, in all types of weather conditions
Types of accountabilities	Legal, Safety
Exposure to chemicals/hazardous materials	Regular
Applicable chemicals/hazardous materials*	Wastewater treatment chemicals, diesel fuel, gas, oil, biological and industrial waste, and natural gas
Average stress level of this position	Average
Physical work associated with this position**	Climbing in and out of equipment in rough terrain, lifting and carrying, bending and stretching, and squatting

* Exposure to chemicals/hazardous materials may not be limited to this list.

** These are the most common types of physical work associated with this position; however, this list is not considered exhaustive.

Licenses and Certifications

The person in this position is required to have a valid Commercial drivers license with an airbrakes and tanker endorsement. In addition, the person in this position must be able to work towards and obtain a water, distribution, and wastewater certification.

Education and Experience

The person in this position must have a high school diploma or its equivalent. Five years of experience in water

distribution systems or related field is preferred.

Knowledge, Skills, and Abilities

Knowledge

- \$ Proper installation, maintenance and repair of water pumps
- \$ Proper storage and use of various chemicals
- \$ Proper use and basic maintenance of heavy equipment, including backhoe and dump truck
- \$ Basic civil engineering for determining and digging grades
- \$ Basic principles and procedures of electrical work
- \$ Basic carpentry work
- \$ Maintenance and repair of all types of equipment
- \$ Procedures for installing and removing water pumps
- \$ Proper grammar and the use of English in speaking and writing
- \$ Computer operations and applications, including word processing and spreadsheets
- \$ OSHA standards and regulations concerning employee safety
- \$ Federal and state statues concerning the work of the department
- \$ Mathematical skills, including addition, subtraction, division, and multiplication
- \$ General functions and operations of municipal government

Skills and Abilities

- \$ Diagnose problems within the water system
- \$ Apply appropriate solutions to problems
- \$ Complete required water testing in the absence of the Water and Sewer Commissioner
- \$ Complete required testing on water pressure, flow and static pressure for fire hydrants
- \$ Accurately locate buried water lines
- \$ Operate equipment properly
- \$ Maintain equipment and vehicles
- \$ Examine equipment and determine what is causing a problem
- \$ Maintain and repair residential, commercial and industrial water meters
- \$ Complete all required paperwork
- \$ Prioritize daily work flow
- \$ Work as a team member with other employees
- \$ Communicate effectively with other city employees, both oral and written
- \$ Work autonomously when necessary
- \$ Handle multiple tasks simultaneously with frequent interruptions
- \$ Deal with others in a professional manner
- \$ Maintain professional composure in heated situations

§ Follow Departmental and City policies and procedures