

## The City of Marshfield Classification Specifications

**Classification Title:** Water Operator

**Department:** Water

**FLSA:** Non-exempt

**Date:** June 8, 2018

**Reports To:** Water Superintendent

Pre-employment processes

Reference Check	Criminal Background	Financial Background	Driver's License	Education/License Certification	Drug Screen
<b>X</b>			<b>X</b>		<b>X</b>

### Purpose of Classification

The purpose of positions in this classification is to perform maintenance and repair duties for the water distribution and sewer collection systems and operate related maintenance and repair equipment and tools. The work is performed under the supervision of the Water Operations Foreman and Superintendent.

### Essential Duties and Responsibilities

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Repairs and installs water mains.

Locates underground water lines.

Taps water mains.

Installs water meters.

Maintains and repairs fire hydrants.

Conducts water pressure and flow checks.

Disconnects delinquent customers from water service.

Assists other departments as assigned. Performs general building maintenance.

Operates a variety of equipment, vehicles and tools to perform maintenance and repairs. Monitors equipment/vehicle operations and recommends repairs. Assists with maintenance and repairs.

Inspects water pumping stations, pumps and other systems components.

Participates in on-call rotation and responds to emergencies.

## **Additional Tasks and Responsibilities**

**While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this classification and may also be performed by other unit members.**

Processes service orders.

Cleans shop area.

Assists in reading meters.

Assists with snow removal.

Repairs water meters.

## **Minimum Training and Experience Required to Perform Essential Job Functions**

High school diploma or equivalent, two years excavation equipment operating experience in maintaining and installing water lines, or any combination of education and experience that provides equivalent knowledge, skills and abilities. A valid Missouri class B commercial driver's license with air-brake endorsement required. A Missouri Class DS-I Water Distribution Certification is required within one year of placement in position.

## **Physical and Mental Abilities Required to Perform Essential Job Functions**

### **Language Ability and Interpersonal Communication**

Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria/standards. Ability to compare, count, differentiate, measure, assemble, copy and record and transcribe data and information. Ability to classify, compute and tabulate data.

Ability to explain, demonstrate and clarify to others within well-established policies, procedures and standards. Ability to follow specific instructions and respond to simple requests from others.

Ability to utilize a wide variety of descriptive data and information such as service orders, safety regulations, maps, diagrams, inventory reports, vehicle maintenance records, meter cards, equipment maintenance manuals, charts and general operating manuals.

Ability to communicate with customers, contractors and utility employees.

### **Mathematical Ability**

Ability to calculate percentages, fractions, decimals, volumes, ratios and spatial relationships. Ability to interpret basic descriptive statistical reports.

### **Judgment and Situational Reasoning Ability**

Ability to use functional reasoning and apply rational judgment in performing diversified work activities.

Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria, as opposed to criteria that are clearly measurable.

**Physical Requirements**

Ability to operate equipment and machinery requiring monitoring multiple conditions and making multiple, complex and rapid adjustments, such as trucks, tractors, water jet, backhoe, skid steerer, bucket truck, derrick digger, plumber's tools, mechanic's tools, shovels, chain saw, shop tools, tapping equipment, cut-off saw and pavement saw. Ability to repair complex equipment and machinery.

Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.

Ability to exert required physical effort to perform moderate to heavy work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing, and pulling.

Ability to recognize and identify degrees of similarities or differences between characteristics of shapes, sounds, odors and textures associated with job-related objects, materials and tasks.

**Environmental Adaptability**

Ability to work under frequently unsafe and uncomfortable conditions where exposure to environmental factors such as temperature variations, odors, toxic agents, noise, vibrations, wetness, machinery, electrical currents, traffic hazards and/or dust may cause or causing discomfort and where there is a risk of injury.

The City of Marshfield is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Employee's Signature

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Supervisor's Signature

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Date

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Date