



NAVAJO WESTERN WATER DISTRICT
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WATER FACILITY OPERATOR

JOB DESCRIPTION

DATE: September 12, 2023

STATUS: Full-Time

FLSA: Exempt

Salary Range: \$45,000 - \$56,000 yearly

JOB SUMMARY and DISTINGUISHING CHARACTERISTICS

This position is a Colorado Certified Water Facility Operator in Responsible Charge and is responsible for decisions regarding the daily operational activities of the facility directly impacting the quality and/or quantity of drinking water. The incumbent is responsible for the overall operation, maintenance, upkeep, and repair of the water system to provide a safe, potable supply of water to all residents of the Water District requiring specialized knowledge of the terminology, procedures and practices used in water facility operations.

SUPERVISION RECEIVED AND EXERCISED

Reports to the Board of Directors and works under limited supervision as the lead responsible water facility operator. Incumbent typically works independently on routine or regular work assignments and additionally manages most non-routine problems with little to no immediate supervision. Seeks direction from the Board of Directors for assignments that deviate from established processes and procedures/policies.

This position supervises the Assistant Technician position.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

The following examples are intended to describe the general nature and level of work performed by personnel assigned to this classification. Any one position in this class may not perform all the duties listed below, nor are the duties described intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified.

Duties may include, but are not limited to, the following:

- As Operator in Responsible Charge, duties include but are not limited to:
 - Management and proper operation and maintenance of the water facilities

Duties may include, but are not limited to, the following (cont.)

- Ensuring compliance with applicable regulations and requirements for proper operation of the water facilities
- Actively participating in the daily planning, operation, or maintenance of the water facilities
- Determining day-to-day decisions on the operation and maintenance of the water facilities

- **As Certified Operator, duties include but are not limited to:**
 - Controlling the flow of water from source to facility treatment and distribution
 - Controlling the processing of raw and treated water
 - Preparing and/or controlling chemical addition for water
 - Observing and taking necessary actions in response to variations in operating conditions
 - Interpreting meter and/or gauge readings and adjusting facility processes based on such interpretations
 - Operating valves either manually or by remote control
 - Starting and/or stopping pumps
 - Collecting process control samples including free chlorine and adjust as necessary
 - Collecting and submit water samples in accordance with the procedures established and required by the Colorado Department of Health whenever they so demand, and transport to the appropriate labs as required by the State yearly drinking water monitoring schedule
 - Update and maintain all facilities records, and reports as required or directed by the Board of Directors
 - Ensuring proper inspection and testing of new, modified, or repaired facilities prior to permitting these facilities to be put into or returned to service
 - Developing and implementing preventative maintenance programs and performing routine maintenance functions for facilities and equipment
 - Monitor water storage tanks to see that they are at optimal levels and properly maintained
 - Read water meters at the end of each month. Check readings with previous month to determine if excessive usages, missing readings, or anomaly readings are occurring.
 - Run required Reports after Meter Readings to include: Reading Exceptions, Billing Preview, Missing Readings. Submit a copy of the Missing Readings and Overages to the Office Admin.
 - Make “changes” to the Meter section in the billing system to correct the Missing Readings or Anomaly Readings
 - When a meter is turned off or on, inspect meters and pits for possible tampering or leaks
 - Install and maintain the cross-connection control program, including replacing 20% of the double check cartridges on a rotating yearly basis
 - Read well meters at the end of each month and properly recording and reporting in a timely manner
 - Check and flush hydrants annually to ensure that they are operating normally, and that debris is flushed from the lines
 - Perform ground water level measurements quarterly on all active wells to include: 1) static water level prior to test, 2) length of test x gallons per minute, 3) time to recover to static level, 4) draw down. These results are to be recorded on the appropriate form, signed, dated and filed for proper recordation and record keeping.
 - Clean and maintain buildings and equipment to ensure a sanitary water supply
 - Note all irregularities in the water system and in emergency situations, report issues immediately to the Board.
 - Maintain a log of conditions and operations of all working components of the water system, and any other reporting systems required by the monitoring governmental agencies and/or the Board of Directors (Technician’s Report is submitted and presented at the monthly Board Meeting)
 - Manager and perform duties as outlined in all Work Orders.
 - Manage Inventory, Purchasing of parts, supplies, equipment for water installation, wells, etc.

• **As Certified Operator, duties include but are not limited to:**

- Respond in a professional manner to requests and complaints from customers, regulatory agencies, vendors, service providers, contractors, board members, and fellow employees
- Responsible for supervisory functions of assigned employees, including hiring, training, performance management/appraisal, professional development, personnel action recommendations and determinations
- Perform other duties as assigned
- On call 24/7, 365 days a year. (The Assistant Technician shares this responsibility by being on call 2 weeks every month).

To perform these functions, incumbents must typically possess

Knowledge of:

- District rules, regulations, policies, and activities
- Rules, regulations, and guidelines set forth by the Colorado Department of Public Health and Environment and other governmental agencies with jurisdiction over water facility operations
- Blueprints to include reading electrical, electro-mechanical, and plumbing blueprints
- Electronic and plumbing equipment involved in water facility operations
- Laboratory sampling, testing, and documentation practices
- Controls related to water operations

Ability to:

- Communicate effectively both verbally and in writing
- Establish and maintain highly effective working relationships with the Board of Directors, office staff, water operations, members of the public, and others encountered in the course of work
- Use tact, discretion, confidentiality, and diplomacy when addressing sensitive situations, personnel matters and/or concerned customers
- Maintain composure and continue to work effectively despite interruptions, equipment failures, unusual demands and/or changing priorities
- Reflect the organization's mission, vision, and values by working independently and collaboratively in a team-based environment, while demonstrating a strong work ethic, professional behavior, and a positive attitude
- Demonstrate reasonable care and judgment consistent with the experience and training of Class D Water Operator License and Class 1 Distribution Operator License (Note: Class "S" License is a combination of Class D and Class 1 Licenses).
- File, type, compile, present reports, and comply with regulatory agencies requests for written information
- Operate a computer, program controllers and chart recorders
- Safely build and maintain buildings and tanks including painting, carpentry, drywall, block laying, stucco application, concrete, trenching, roofing, and welding
- Safely install and maintain all electrical equipment from 120 volts to 240 volts ac according to the National Electric Code including pump motors, heaters, fans, lights, motor starters, overloads, switches, wiring, fuses, breakers, and generators
- Safely install, maintain, and calibrate electronic equipment from 5 volt to 24-volt dc including controllers, chart recorders, pressure transducers, telemetry, switches, resistors, and fuses
- Safely operate a backhoe, loader, brush mower, weed eater, pumps, generators, and assorted power and hand tools
- Safely install and maintain all mechanical equipment including pumps, valves, check valves, pressure reducing valves, booster pumps, vehicles, generators, and mowers
- Safely install and maintain all plumbing equipment from tubing, sweated copper, galvanized pipe to PVC pipe including tanks, distribution system, well system, hydrants, and toilets

MINIMUM REQUIREMENTS

Education and Experience:

Any combination of education, experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

- Education: High School diploma or equivalent
- Experience: 3 years of experience in water facility operations

Required Licenses, Certificates or Training:

- Valid Colorado Driver's License
- Colorado Certified Operator holding Class D Water Treatment License and Class 1 Distribution License, or higher, certification or the ability to obtain required certification within 6 months of hire. The certification must be kept current by complying with the relevant requirements of the Colorado Department of Public Health and Environment.

Other Special Requirements:

- The work schedule may consist of irregular unscheduled hours in keeping with system needs

WORK ENVIRONMENT

The work environment characteristics described below are representative of those an employee encounters while performing the essential functions of this job. Upon request, reasonable accommodation may be provided to enable individuals with disabilities to perform the essential functions of the job.

- This position's duties are performed in both inside and outside environments and could be exposed to dust, fumes, heat, cold, confined spaces, and in all weather conditions

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of this job. Upon request, reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

- **Movement:** Ability to move to and from various points within and between NWWD and private/public facilities, as well as within the outdoor environment, surrounding communities
- **Physical:** Ability to perform frequent lifting, carrying, kneeling, walking, and standing; medium work lifting and/or carrying no more than 50 pounds (with or without assistance) at a time
- **Auditory:** Ability to communicate clearly in routine conversations in person, via telephone or 2-way radio. Must be able to hear normal sounds with background noise and distinguish voice patterns.
- **Visual:** Ability to perform manipulative skills that require hand-eye coordination such as equipment, calculator or computer and be able to see objects closely as in typing a document or reading a report
- **Other:** Ability to produce information in written form