

HARDIN COUNTY WATER DISTRICT No. 1

Job Description

TITLE OF POSITION: Water Distribution System Operator – Class I-D (Non-Exempt, Hourly with Overtime – Pay Grade NE-11)

DEPARTMENT: County Distribution

REPORTS TO: County Distribution Supervisor

SUPERVISES: No supervisory responsibilities

REVISED: July 2020

BASIC POSITION DESCRIPTION:

This position will work with a team and is responsible for maintenance of the water distribution system.

ESSENTIAL POSITION FUNCTIONS:

Performs semi-skilled tasks in the operation, construction, maintenance, and repair of water mains, service lines, water meters and related street and repair work under supervision. Must accurately read meters, remember routes for meter reading, and memorize procedures and methods used in monthly meter reading collection. This individual is authorized to drive a District vehicle and must operate some small construction equipment and hand tools. Maintains tools and equipment and performs general housekeeping and maintenance of shop, vehicles and work sites. Any and all other job duties as may be assigned.

STANDARDS OF PERFORMANCE:

Required to work unsupervised at times and must perform assigned and non-assigned tasks and duties. Prior experience talking to public and customers and ability to learn and understand billing and collection policies. Previous experience working in construction and outdoors in all weather.

MENTAL AND PHYSICAL REQUIREMENTS

Must be available for on-call duty. This individual must be available when the situation arises that requires overtime. Must live within a 30 minute drive time from the primary place of work. This position may report to the Ft. Knox Water Distribution Center located on post so incumbent must be able to pass security background check as required to work on Ft. Knox. If approval to access Ft. Knox cannot be obtained for any reason, employment may be terminated. Must lift pipe and materials up to 75 pounds as well as climb up and down ladders and in and out of trenches as required. Must read small printed numbers on dials and input those numbers by pressing a keypad on a handheld device without transposing the numbers. Must monitor audible and visual alarms and communication devices including telephone, cell phone and truck radio. Frequent standing, sitting, stooping, walking; Climbing to high places or working in confined spaces also required.

WORKING ENVIRONMENT AND CONDITIONS

Work is mostly outdoors and includes exposure to all weather conditions; Work environment involves moderate to severe health and safety risks so incumbent must learn safety procedures and personal protection methods and practices.

EDUCATION, EXPERIENCE AND TRAINING

High school diploma or equivalent required. Must obtain certification for a Distribution Operator license Class I-D within two years of hire date. Minimum one year experience in outdoor construction work is preferred. Valid driver's license required.

Continued

Acknowledgement for Receipt of Job Description

I have received a copy of the Job Description and have read and understand its contents.

Employee Name (Please Print) Date

Employee Signature Date

Supervisor's Signature Date