

DOVER TOWNSHIP
JOB DESCRIPTION

TITLE: Water Operator Trainee

DEPARTMENT: Public Works

GENERAL SUMMARY: Under supervision and direction of a Certified Operator, operate the Township's water system to ensure proper and safe distribution of water; perform maintenance tasks to control quality and flow of water; respond to emergency calls and to calls for service to install and repair water meters and lines.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Record amount of water pumped from wells, at booster stations, and purchased water source. Record temperature and storage tank levels, and check chemical feed equipment. Under the direction of a Certified Operator or per approved Standard Operations Procedure (SOP), turn valves, pull levers and flip switches to operate and control motor driven pumps that transfer water; read flow meters and gauges to regulate equipment according to water consumption and demand; inspect equipment to detect malfunctions; repair and lubricate equipment.
2. Under the direction of a Certified Operator, perform routine and specialized field tests such as pH, alkalinity, hardness, total chlorine residual, free chlorine residual, mono-chloramines, nitrites, nitrates, ammonia, turbidity, hardness, and TDS. Sample for chloride content, lead, copper, bacteria, disinfectant byproducts, regulated and all required unregulated contaminants.
3. Perform water meter readings at booster station and specified establishments not covered by meter reader; enter reading in meter book and report readings to utility billing clerk; maintain touchpad radio read equipment; investigate causes of irregular high or low readings or meter problems at various locations; turn curb meter valves on and off to stop or start service.
4. Follow standard recordkeeping practices for inventory, water quality tracking, scheduled maintenance, permits, and general correspondence. Assist with the completion of a daily operational log.
5. Respond to requests for service, i.e. PA 1 Calls; service installation calls and customer complaints; find water lines; install and repair water meters in consumer establishments; turn main line valve to close water flow, disconnect water pipe and connect water meter to outlet and inlet pipe unions, examine pipes to detect leaks, open main line valve to admit water flow, calibrate meters.
6. Assist Certified Operators with installation and repair of water main; work in conjunction with roads maintenance workers to lay water pipes, prepare tap for service line, deposit chlorine into line, sample water, install water main; repair valves and hydrants; prepare water samples from business and residence locations to detect abnormalities; flush water main lines.
6. Inspect pump stations; turn valves, pull levers and flip switches to operate and control pumps that transfer water; read flowmeter and gauges to regulate equipment; inspect to detect malfunctions, such as pump leaks or worn bearings; record data.

7. While in the company of a Certified Operator, inspect active construction sites such as land development projects, subdivisions, and special Township projects for status of water system related construction and operations. As directed, inspect and test valves, hydrants, blow-offs as portions of work are complete.
8. Inspect water line installation for new homes and other buildings; conduct inspection of open ditch and conduct final check of touch pad radio reader with interrogator and valve box.
9. After proper training and under the direction of a Certified Operator, use SOPs to carryout pump house and facilities maintenance programs at meet manufacturer's recommendations and/or industry standards.
10. Under the supervision of a Certified Operator, assist with the following system-wide maintenance programs:
 - Valve Exercising
 - Leak Detection (proactive approach)
 - Hydrant flushing
 - Meter and Radio Reader Change Out
 - Backflow and Cross Connection Prevention
11. Perform routine maintenance to pump house; paint and perform routine repairs, shovel snow, wash vehicles and equipment.
12. Perform non-routine tasks as assigned.
13. Respond to alarm system calls; investigate problem and make correction to system to take steps to resolve problem.

JOB SPECIFICATIONS:

Education/Employment: Any combination of education and experience which indicates possession of the skills, knowledge and abilities similar to those used on a day to day basis as a water distribution and treatment operator. However, experience in water treatment, water distribution, or a related field is preferred. Incumbent must have a high school degree or the equivalent at the time of employment. Incumbent must obtain within 6 months of employment a valid Pennsylvania Commercial Driver's License (CDL) Class "B" and must possess a valid Pennsylvania Class B E (or higher), Subclass 12 (Non-gaseous Chemical Disinfection) Water System Certification within three years after employment.

Required Knowledge and Skills:

A High School level understanding of math and chemistry.

A basic understanding of laboratory or field testing methods.

General maintenance and repair practices of pumps, motors, blower, and etc.

Understanding of general safety standards and safe working practices.

*Knowledge of Township rules and procedures.

*Basic knowledge of laboratory testing methods and procedures and chemicals used in the treatment process.

*Knowledge of mechanical principles involved in the operation of motors, pumps, belts and blowers.

Operation of hand and power tools, e.g. wrench, cutting torch, chain saw, hydraulic tamper.
Operation of light and medium equipment with no supervision.

*indicates developed after employment

Beneficial Knowledge, Skills, and Certifications:

Backhoe operations

Plumbing Codes and/or Plumbing Inspector Certification

College Degree, Certificates, or courses in science and engineering

Certification or experience in electrical wiring and basic plumbing

Course work in electrical systems, plumbing, HVAC

Pipeline construction or repairs

Abilities:

Ability to read and interpret Rules and Regulations, and Local Ordinances.

Ability to learn to interpret maps, land plots, sketches and blueprints.

Ability to learn Microsoft Office programs (such as Excel and, Word) and other computer programs for work related tasks.

Ability to prepare accurate records.

Ability to perform basic operational calculations using a computer and/or calculator.

Ability to interact effectively with customers, contractors, developers and Township staff.

Ability to demonstrate physical fitness, to include very frequent light to moderate weight lifting (equipment, tool box, power tools, etc.) and standing and walking for long periods of time, bending and reaching.

Working Conditions:

Work is frequently performed alone, either inside around noisy equipment or in the outdoors in a variety of weather conditions. Adherence to safety standards is required for work which is performed on and around a variety of potentially hazardous electrical or mechanical equipment, occasionally around hazardous substances. Work requires irregular schedules and twenty four hour on-call status.

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed by a person assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required to perform the job.

REPORTS TO: Lead Water Operator
FLSA STATUS: non-exempt
DATE: Proposed February 2008