



Dover Township Job Description

Job Title:	Water Operator Trainee	FLSA:	Non-Exempt
Department:	Public Works	Effective Date:	2008
Job Grade:	Bargaining	Revision Dates:	June 2023
Reports To:	Utilities Superintendent		

Primary Function

Under supervision of the Utilities Superintendent and/or Assistant Utilities Superintendent, maintain and operate the Dover Township water system to ensure proper and safe distribution of water and regulatory compliance.

Principle Duties & Responsibilities

1. Assist in other duties which may require you to report to other Superintendents or Directors responsible for completing a Township task.
2. Safely operate and maintain loaders, valve exerciser, flusher/vacuum excavation equipment, and vehicles within six (6) months of hire.
3. While working with a Licensed Applicator spray pesticide or herbicides to manage vegetation.
4. Perform minor HVAC, plumbing, carpentry, electrical, masonry, roof, and paint repairs.
5. Load, gather, haul, dump and or spread solid or liquid snow & ice control products, municipal solid waste, aggregate, soil, sand, mulch, compost, leaves, yard waste, water, snow & ice, pesticides, equipment, pipe, lumber, plastic, metal, concrete, or asphalt/bituminous products, as directed.
6. Safely operate all hand, hydraulic, pneumatic, gas powered, and electric tools owned or rented.
7. Maintain personal timesheet, collect receipts, shipping orders, delivery, or credit slips and or invoices for payment, pick up items from private businesses and return paperwork to Superintendent.
8. Inspect and perform routine maintenance, including replacing worn or damaged parts on equipment or vehicles (e.g., check and or change fluids, filters, tires, batteries, hoses, belts, lights, wipers, wiring, hydraulics, brakes, grease) and any attachments that go with the equipment or vehicle. Wash and wax equipment or vehicles, including interior and glass.
9. Assist with MS4 program for the detection, elimination & prevention of illicit discharges; inspect, complete digital forms, perform record keeping & ensure proper operation & maintenance of all programs that could contribute to the discharge of pollutants: and other duties to comply with our NPDES permit(s).
10. Follows safe practices in the performance of duties.
11. Under the supervision of a Certified Operator perform daily well house operational log and inspections.
12. Under the supervision of a Certified Operator perform routine sampling and specialized tests.
13. Read residential water meters using VXU unit monthly along with any necessary hand reads.
14. Follow standard recordkeeping practices for inventory, water quality tracking, scheduled maintenance, permits, and general correspondence.
15. Respond to PA 1 calls, service installation calls, and customer complaints. As well as find water lines, install and repair water meters in residential establishments, turn main line valve to close/open water flow, and disconnect water pipe and connect water meter to outlet/inlet pipe unions.
16. Assist Certified Operators with installation and repair of water main breaks and repair valves and hydrants.
17. Clean, stock, service and maintenance equipment and trucks.
18. Works with sense of urgency while maintaining safety and quality in all aspects of the job performance.
19. For new construction, conduct final inspection of water meter and curb box.
20. Perform routine maintenance and repairs to pump houses.
21. Under the supervision of a Certified Operator, assist with the following system wide maintenance programs: Valve exercising.
22. Report any observed or potential risk and threat to the water supplies and State compliance requirements, facilities, and overall system integrity. Chlorination equipment maintenance, leak detection, hydrant flushing, meter and MXU change out.
23. Respond to emergencies outside normal working hours, including weekends, holidays, and during inclement weather (on call 24/7).
24. Maintains a neat and professional appearance and customer focused approach always.
25. Performs all other tasks as directed by the Senior Water Operator and/or Township.
26. Report any observed or potential risk and threat to the water supplies, facilities, and overall system integrity.
27. Is familiar with and complies with all Dover Townships safety rules and regulations.



Dover Township Job Description

Position Qualifications

Knowledge, Skills and Abilities

- Knowledge of safe practices related to Public Works.
- Basic understanding of laboratory and field testing methods.
- Ability to perform basic operational calculations.
- Basic knowledge of computers to input data during field collection.
- Proven ability to follow directions and complete assignments is required.
- Proven ability to work under adverse weather conditions.
- Proven ability to respond quickly and effectively to emergency situations is required.
- Proven ability to follow written and oral instructions
- Ability to establish and maintain an effective working relationship with other employees and the public.
- Proven ability to communicate effectively, both verbally and in writing.
- Proven ability to read, write, speak and comprehend English is required.
- Ability to operate a vehicle on private and public streets is required.
- Knowledge of equipment operating procedures.
- Knowledge of general maintenance and repair practices for equipment.
- Ability to operate hand and power tools.
- Proven ability to work as part of a team and to collaborate successfully with others is required.
- Proven ability to adapt to new or changed situations and to show flexibility in making improvements in work processes and operations is required.
- Proven ability to exhibit customer-centered behaviors and to focus on customer needs is required.
- Proven ability to commit to excellence in service and to continuous improvement is required.
- Proven ability to problem solve and make informed decisions.

Education, Training and Experience

- Graduation from High School or completion of a GED is required.
- Any combination of education and experience which indicates possession of the skills, knowledge and abilities to those used on a day to day basis as a water distribution and treatment operator.

Licenses and Certificates

1. Possess & maintain a valid Pennsylvania State Driver's License is required.
2. Obtain and maintain a Commercial Driver's License (Class B with Air Brakes and tanker endorsements) within the first six (6) months of hire.
3. Obtain and maintain flagger training certificate within one (1) month of hire.
4. Complete EMA training within 12 months or hire to include IS-700 NIMS, CPR, AED, First Aid, and confined space.
5. Obtain a Class "E" (Distribution) certification for water as required by the Pennsylvania Department of Environmental Protection with twelve (12) months or less of employment.

Functional Qualifications

X	Climbing	Ascending or descending ladders, stairs, scaffolding, ramps and the like. Using feet and legs and or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.
X	Balance	Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. This factor is important if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of the body.
X	Carrying	The physical act of manually transporting objects from one location to another.
X	Crawling	Moving about on hands and knees or hands and feet.
X	Crouching	Bending the body downward and forward by bending leg and spine.
X	Driving	The physical act of operating motor vehicle.
X	Feeling	Perceiving attributes of objects, such as size, shape, temperature or texture by touching skin, particularly that of fingertips.
X	Fingering	Picking, pinching typing or otherwise working primarily with fingers rather than with the whole hand or arm as in handling.
X	Grasping	Applying pressure to an object with the fingers and palm.



Dover Township Job Description

X	Hearing	Perceiving the nature of sound with no less than 4db loss@ 500 Hz, 1,000Hz and 2,000 Hz with or without correction. Ability to receive detailed information through oral communication and to make fine discriminations in sound, such as when making fine adjustments on machined parts.
X	Kneeling	Bending legs at knee to come to rest on knee or knees.
X	Lifting	Raising objects from a lower position to a higher position or moving objects horizontally from position to position. This factor is important if it occurs to a considerable degree and requires the substantial use of the upper extremities and back muscles.
X	Pulling	Using entire body to exert force in order to draw, drag, haul or tug objects in a sustained motion.
X	Pushing	Using entire body to press against object with a steady force in order to thrust forward, downward or outward while remaining balanced.
X	Reaching	Extending hands and arms in any direction.
X	Repetitive Motions	Frequent, sustained movement patterns of the upper extremities (fingers, hands, wrists, elbows, shoulders).
X	Seeing	The ability to perceive the nature of objects by the eye. Seeing is important for hazardous positions in which defective seeing would result in injury and positions in which special and minute accuracy, inspecting and sorting exist. A high degree of visual efficiency, placing intense and continuous demands on the eyes by moving machinery and other objects are also considered important. Other important factors of seeing are acuity (near and far), depth perception (three-dimensional vision), accommodation (adjustment of lens or eye to bring an object into sharp focus), field of vision (area that can be seen up and down or to the right or left while eyes are fixed on a given point) and color vision (ability to identify and distinguish colors).
X	Standing	Ability to remain in an up-right position while remaining balanced on feet and legs for a sustained length of time.
X	Static Position	Maintaining the same body position for a period of time in order to complete a task.
X	Stooping	Bending body downward and forward by bending spine at the waist. This factor is important as it occurs to a considerable degree and requires full use of the lower extremities and back muscles.
X	Talking	Expressing or exchanging ideas by the spoken word.
X	Walking	Moving about on foot to accomplish task, particularly for a long period of time.

Environmental Conditions

- Indoors, environmentally controlled.
- Outdoors, exposed to inclement weather and extreme temperature.
- Exposure to noise and pollution.
- Exposure to potentially hazardous electrical or mechanical equipment, and occasionally around hazardous substances.

Safety Equipment Used or Needed

- Personal Protective Equipment such as hardhats, gloves, safety glasses, ear protection, rain gear, steel toed safety shoes, rain boots, rain coat/pants, respirators, tripod, and winch.

Comments

- Requires lifting to 50 lbs.
- Requires standing outdoors for extended periods.
- Works around motorized or moving equipment and machinery.
- Requires working long hours and must be available to handle emergency situations after hours, weekends and holidays (on call 24/7).

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.



Dover Township Job Description

Employee's Signature

Date

(The employee's signature denotes that the employee was given this job description on the date indicated.)

Supervisor's Signature

Date

DRAFT