

# **COLUMBIA VALLEY WATER DISTRICT**

## **JOB DESCRIPTION - UTILITY WORKER**

### **NATURE OF WORK:**

Under general supervision, assist and/or operate the potable water system and facilities of Columbia Valley Water District. Monitor and maintain the water system, various water treatment and pumping station equipment, perform maintenance and operation activities at the water source stations, perform routine or assigned water sampling required by the WA DOH and the EPA. Perform general maintenance and cleaning of the grounds and facilities. Perform required or assigned recordkeeping. Perform non-routine tasks required or assigned to maintain water quality and service to the public.

### **LEVEL OF AUTHORITY:**

Majority of the work performed is independently in the field with general supervision and/or instruction, and with moderate supervision when performing new or especially complex tasks. Follows established schedules and procedures, but with the latitude to make independent decisions to solve non-routine problems and upon notifying the manager, take action to deal with potential emergency situations.

**In much of the work performed, the consequence of error could be very serious.**

### **WORK ENVIRONMENT:**

Work is performed in a variety of environments and outside weather conditions. This includes the office, the parts room, the booster stations with a constant moderate noise level and potential exposure to hazardous chemicals, such as sodium chlorine; outside in all kinds of weather conditions, sometimes requiring worker to lie on the ground, bending, stooping, walking and lifting of heavy objects. Some work is performed in confined spaces requiring special procedures.

### **EXAMPLES OF DUTIES:**

The following duties are not inclusive of all duties and the incumbent performs other related duties as required.

1. Operate, maintain, trouble-shoot and repair the water system equipment, including chlorination, telemetry, control systems, and pumping station equipment.
2. Collect and test daily water samples for chlorination residuals from various rotating locations.
3. Monitor and maintain records concerning flowcharts and chlorination residual records at the reservoir locations.
4. Collect monthly water samples for laboratory analysis from various locations. Pack the samples in a cooler using ice pack and deliver to the lab located in Bellingham, WA.
5. Perform pump runs on a daily basis. Check each source of supply to obtain production power and hours run data. Add lubrication as necessary and check water pressures at stations. Continuously check for abnormal or unusual noises, chart recordings, tank levels, equipment temperature other indications of potential problems.
6. Conduct facility security checks by walking the grounds looking for potential locations for, as well as attempted or accomplished security breeches.
7. Maintain records and flow data, chlorine usage, hours of pump station operation, and posts data for reports to be submitted to State and Federal agencies.
8. Obtain weekly well water levels and advise Superintendent of any significant change.
9. Read /Investigate/ Re-Read residential and commercial water meters manually as well and by using a radio-reading device. The job involves walking, lifting, bending, removing mud and debris from the meter box,

- cleaning the glass and accurately recording the readings during the billing cycle in the field.
10. Attend to customer requests to Turn Off and Turn On water supply based on service orders or instruction from the office staff.
  11. Maintain excellent public relations by answering public inquiries promptly and in a courteous manner. Where appropriate, refer inquiries to the Manager.
  12. In response to customer complaints and questions, perform tests for water quality and pressure; determine what the problem is, and make recommendations for repair.
  13. Test, repair or replace potable water meters upon instruction from the office staff or discovery of a failed meter.
  14. Stock and dispense inventory items after approval.
  15. Exercise valves, fire hydrants and attend to complaints related to the water distribution system and quality. Fix or replace water meters, repair leaks and other minor repairs to the distribution system.
  16. Mark locations of underground water mains, distribution lines, valves etc. upon UULC notification by accurately reading system maps. Inform Manager of any physical changes noticed during field operations so that the system maps can be corrected.
  17. As a rotating On Call First Responder, attend to emergency calls from the paging system, respond to the emergency as quickly as possible, and upon situation evaluations take appropriate actions to correct the situation like shutting off fire hydrant or system valves, shutting off/turning on well pumps, shutting off consumer meters, and etc.
  18. Coordinate and supervise the activities of contractor personnel in repairing the system and complete the associated paper work.
  19. Operate various small tools, machinery and accessories as part of the field operations and do all the necessary paperwork accurately and precisely using a computer.
  20. Perform District maintenance including but not limited to: weed abatement, mowing of lawns, cleaning of office and facilities, trash removal, painting of equipment and structures, plant leakage and water loss, meters and gauges.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of electrical and mechanical components of pump stations and chlorinators, including pumps, motors, valves, piping and electrical control equipment
- Ability to test water samples and add proper chemical to assure proper disinfection of drinking water
- Ability to establish and maintain effective working relationships with fellow employees and the general public
- Ability to operate various hand and power tools used in the maintenance and repair of equipment used at water facilities
- Ability to maintain and repair pumps, valves, motors, electrical control equipment and machinery at water facilities
- Ability to communicate, read, write, and understand English at a level necessary for efficient job performance
- Ability to effectively use computer programs necessary to complete and maintain the required documentation, logs, and reports

- Physical strength and ability to perform moderate to heavy manual labor, including frequent bending, walking, and heavy lifting, for extended periods under dirty and uncomfortable conditions and in all types of weather as necessary
- Flexibility to be available for emergency call-outs during off time.
- Ability occasionally and as necessary to use sound judgment to solve problems and make decisions independently

**Experience/Education:**

- At minimum, have a high school diploma or GED Equivalent required.
- Three years experience in the field of operations, maintenance, plumbing, pipe fitting, and customer service preferred.

**Special Requirements:**

This position will require the individual possess a valid WA State driver's license with a good driving record. The individual at times may be required to work a varied work schedule with responsibility for being on 24-hour call. Upon offer of employment, individual must be able to pass a pre-employment drug test.

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or provide relief, to equalize peak work periods or otherwise to balance the work load.

Job Location:	Kendall, WA – Paradise Lakes Subdivision
Position Type:	Full-Time (40hrs per week)
Rate of Pay:	\$20.00-\$32.00 DOQ