**ROUND HILL GENERAL IMPROVEMENT DISTRICT**

**JOB DESCRIPTION**

Title: Operator in Training

Reports to: General Manager, RHGID and designated Operator(s)

Classification: This position is classified as non-exempt in accordance with the guidelines of the Fair Labor Standards Act.

Definition: Under general supervision, performs a variety of work to operate and maintain the District’s infrastructure, which includes:

Water Treatment and Distribution System; Sewer Collection and Pumping System; Storm Drainage System; Roads: Buildings; Vehicle Fleet and Related Equipment.

Duties: The duties of the Operator in Training may include, but are not limited to:

* Operate equipment for snow removal.
* Operate, maintain, and repair Water Filtration Plant and equipment.
* Clean and calibrate filtration plant instrumentation.
* Read, install, and repair water meters.
* Adjust proper chemical feed dosages.
* Maintain and repair water distribution system.
* Maintain and repair fire hydrants.
* Install, modify, or repair water services.
* Grab water samples for in-house and NDEP Bureau of Safe Drinking Water required sampling and do basic chemistry tests.
* Keep accurate records on all water and sewer system operations and equipment maintenance.
* Clean and calibrate sewer flow meters.
* Operate, maintain, and repair sewer lift station building and equipment.
* Maintain and repair sewer lines.
* Operate SCADA system.
* Repair and re-build pumps, valves, and motors.
* Make pressure reducing valve repairs.
* Clean and repair pressure reducing valve vaults.
* Exercise valves.
* Traffic control.
* Crack seal roadways.
* Striping roadways.
* Install street signs.
* Install road/snow stakes.
* Make asphalt patch repairs.
* Do light welding and cutting.
* Perform plumbing, carpentry, painting, and electrical repairs.
* Operate and maintain heavy equipment such as backhoe, snow blower/sander/sweeper, dump trucks and pickup trucks.
* Perform electrical and electronic maintenance.
* Operate and maintain various types of tools and equipment such as: air compressor, jack hammer, portable pumps, generator, welder, chain saw, cutting torch, power and hand tools, pipe threaders, compaction equipment, snowplows, crack sealer and asphalt roller.
* Assist in backflow prevention program.
* Assist in water conservation program.
* Assist in training staff members.
* Valve, water, and sewer line locating.
* Tree cutting.
* Dead animals and litter removal from roadways.
* Calculate daily CT requirements and complete reports.
* Distribute notices.
* Building clean-up and maintenance.
* Perform other duties as assigned.

Other Requirements:

* Understand and carry out written and oral instructions.
* Establish and maintain cooperative working relationships with all employees.
* Be courteous to the public and handle troubled situations calmly.
* Follow general regulations and applicable safety rules including the District’s safety policy.
* Work safely and cooperatively with the public.
* May have to work within a confined space.
* Must submit to random substance testing.
* May be required to work long hours.
* Be available to be on call (standby) 33% of the time. Be available for snow removal call in from November – March.
* Must display the ability to work independently or under general supervision.
* Must be able to communicate orally and in writing and keep clear and concise records.
* Report District problems to the General Manager.
* Physical agility and strength to lift 75 lbs.
* Ability to read blueprints and maps.

Employment Standards:

Education: High school diploma or GED certificate.

Experience: Experience in the water or wastewater fields preferred. Experience in construction,

plumbing or related maintenance fields beneficial.

Knowledge of:

* Operation, maintenance, control, and calculations involving the treatment disinfection and distribution of a public water system.
* Principals of operating a sewer collection system.
* Principals of water filtration.
* Principals of disinfection.
* Principals of water distribution.
* Principals of fluid transfers.
* Safe Drinking Water Act.
* Surface Water Treatment Rule.
* Use of construction equipment.
* Use of power and hand tools.
* Basic plumbing and electricity.
* Basic computer skills.
* Underground excavation safety requirements (USA).
* Principals of instrument standardization and calibration.

Licenses and Certification:

* Maintain Nevada Driver’s License – Class C.
* Must obtain Nevada Water Treatment and Distribution Operator Level T-1 and Level D-1 Certifications within eighteen months of employment.