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ROUND HILL GENERAL IMPROVEMENT DISTRICT JOB DESCRIPTION

Title: Operator I

Reports to: District Manager, RHGID

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 I 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 back hoe, snow blower/sander/broom, 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, snow plows, 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 animal 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.
- Have to submit random substance testing.
- May be required to work long hours.
- Be available to be on call (standby) 50% 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 District Manager.
- Physical agility and strength to lift 50 lbs.
- Ability to read blue prints and maps.

Employment Standards:

Education: High school diploma or GED certificate.

Experience: 1 year experience in water, wastewater or related field.

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 Valid Driver's License – Class C
- Nevada Water Treatment Operator T-1 and D-1 Certification required