

City of Papillion, Nebraska apply at [www.papillion.org](http://www.papillion.org)

POSITION TITLE: Water Operator I  
REPORTS TO: Chief Water Superintendent  
SUPERVISES: -----  
PCEA Grade 15  
Hourly Wage Starts at \$21.74  
Benefits Start on Day One!

**PURPOSE OF POSITION:**

Under general supervision, performs various semi-skilled manual labor in the maintenance of the City's water distribution systems, the water treatment plant, and other related elements to ensure clean water for all customers in the water district. An incumbent will be required to perform duties on an on-call basis, as needed. This is the entry level class in the Water Operator series.

**ESSENTIAL FUNCTIONS:**

Participates in the maintenance, repair, operation, and cleanliness of the water treatment plant, water storage areas, and other related facilities within the distribution system.

Performs various water activities including, but not limited to, water taps, service line shut-offs/turn-ons, filter backwashing, valve maintenance, assisting with water main break response, hydrant maintenance, flushing and pressure testing, reading meters, etc.

Utilizes the water treatment and distribution plant computer systems (SCADA) in the performance of duties in proper adjustments as/when needed for water treatment and distribution process.

Reads all well meters, booster pump stations, plant chemical scales and other daily flow meter recordings.

Assist in chemical deliveries with/without assistance, filling and proper mixing of water treatment chemical tanks, and all other chemical storage and delivery processes.

Assists in the collection of all necessary water samples, lab work, including daily, weekly, and monthly testing, with proper use of water treatment lab equipment associated with water testing.

Participates in the new installation of water infrastructure and other elements within the distribution system.

Operates departmental equipment, machinery, vehicles, and basic hand, power, and electric tools in the performance of duties and according to established guidelines.

Performs snow removal and salt/sand application on streets, sidewalks, parking lots, and around public buildings either manually or using snow removal equipment as necessary for City wide snow removal efforts.

Responsible for maintaining a safe work environment at all times; utilizes proper safety precautions related to all work performed.

Addresses citizen questions or complaints as able or refers to the supervisor for resolution.

Establishes and maintains positive public relations with the general public, other employees, other governmental agencies, and municipal officials.

Assists other City Departments and Public Works Divisions as needed.

Maintains records indicating maintenance activities performed, materials used, and hours worked for the city's tracked quarterly performance measuring.

Assists in all required record keeping for local, state, and federal rules and regulations.

Able to work a 5 week rotating 10 hour day schedule that varies during the peak demand months of the year. This schedule can vary from midnight to 10 am or 2 pm to midnight including weekends. During non-peak times, hours range from 6 am to 5 pm with rotating weekends and holidays. The City maintains the right to make changes to the schedule as necessary.

Able to work in a rotation of weekends, holidays, and on-call.

#### **MARGINAL FUNCTIONS:**

Assists all divisions as required to accomplish the goals of the Public Works Department.

The job description is not designed to cover or contain a comprehensive list of activities, duties, or responsibilities that are required of the employee. Other duties, responsibilities, and activities may change or be assigned.

#### **ESSENTIAL KNOWLEDGE, EXPERIENCE AND ABILITY:**

Ability to learn the methods, techniques, materials, terminology, and tools used in maintaining water treatment and distribution systems.

Ability to learn the methods and techniques of various chemical applications.

Ability to learn and apply federal, state, and local laws and regulations related to maintenance, repair, and operation activities of the City's water systems.

Ability to learn the principles and practices of record keeping.

Ability to learn to accurately read and interpret technical sketches, blueprints, and instructional manuals.

Ability to learn to operate vehicles, machinery, equipment, and tools pertaining to duties performed.

Ability to learn and to apply occupational hazards and standard safety practices.

Ability to learn and to apply techniques used in emergency and evacuation procedures.

Ability to learn city responsibilities and ability to use independent judgment in the performance of duties.

Ability to learn and apply the precautions necessary to work safely with and around automotive and mechanical equipment in order to promote a safe working environment.

Ability to learn the geography of the City's water district.

Ability to learn how to use a computer for administrative duties, i.e. timekeeping, online training, etc.

Ability to work independently and safely in the absence of supervision.

Ability to perform job duties efficiently while managing frequent interruptions.

Ability to plan and organize a personal work schedule, set priorities, and meet deadlines.

Ability to understand and follow both verbal and written instructions.

Ability to communicate effectively, verbally and in writing, in English.

Ability to deal with the general public in a courteous and tactful manner.

Ability to establish and maintain effective working relationships with the general public, other employees, and municipal officials.

Ability to maintain regular and dependable attendance on the job, including attendance and job performance for possibly prolonged periods of time when called out on short notice due to weather conditions, emergencies and similar situations of public necessity.

#### ESSENTIAL EDUCATION, CERTIFICATION AND/OR LICENSES:

1. Must have a valid driver's license.
2. Must be nineteen (19) at time of hire.

3. Must have a valid State of Nebraska commercial driver's license, Class B with a Tanker endorsement, or the ability to obtain one within six (6) months of hire.
4. Must have or the ability to obtain forklift license within a time frame established by the employer.
5. Graduation from high school or GED equivalent.
6. Must obtain a State of Nebraska Grade IV Water Operator's license, or equivalent, within a time frame established by the employer.
7. Must maintain all licensures as required.
8. Must be bondable.

#### ESSENTIAL PHYSICAL DEMANDS AND TYPICAL WORKING CONDITIONS:

The physical demands and typical working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is generally performed outdoors and requires a considerable amount of physical activity including walking, standing, kneeling, bending, crouching, reaching, stooping and climbing. The incumbent must have the ability to transport themselves to and from various locations throughout the water district. Duties require the ability to tolerate an indoor and outdoor work environment which includes contact with dirt, dust, chemicals, cleaning solvents, bacteria, noise and inclement weather conditions.

An incumbent must have the ability to lift up to 50 lbs. on a regular basis and must possess the coordination and manual dexterity necessary to operate hand and power tools and equipment utilized in the upkeep, repair and maintenance tasks. Must also possess the ability to lift, carry, push and pull heavy equipment and tools. Work hours may occasionally be required in times of darkness, especially during shift work, main breaks, snow removal etc. Vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee occasionally works near moving mechanical parts, in precarious places and is occasionally exposed to fumes or airborne

particles, toxic chemicals, risk of electrical shock, and vibration. The noise level may be moderate to intense depending on activity performed. Work requires extensive interaction with the general public and may be stressful when dealing with irate citizens.