

WATER DISTRIBUTION OPERATOR AND MAINTENANCE

General Purpose

Under close supervision of the Chief Operator, to learn to operate and perform routine work in the installation, maintenance and repair of PSD pumps, valves, mains, and related equipment; to inspect and adjust automatic equipment and collect production data; and to perform other related duties as required.

Distinguishing Characteristics

This is the entry level position. Incumbents in this class perform unskilled and skilled water distribution operations under close supervision.

Essential Duties and Responsibilities

The duties and responsibilities listed below are intended to provide a representative list of the various types of work that may be performed. Specifications are not intended to reflect all duties performed within the job class, and incumbents may expect to perform other related similar duties.

- Assists in the daily inspection, operation and maintenance of the PSD's pumping equipment and boosters to ensure an adequate supply of water in reservoirs and the PSD water system.
- Assists in the daily inspection and maintenance of PSD reservoirs.
- Checks and records meters and other gauges; notifies supervisor of problems and receives guidance.
- Checks and adds oil to pumps and engines, greases bearings, and performs a variety of other routine preventative maintenance work on pump engines and equipment; listens for and analyzes noises or vibrations; notifies supervisor of problems and receives guidance.
- Inspects and lubricates booster pumps; inspects and sets switches; tightens and adjusts pump packing glands and mechanical seals; removes and replaces or repairs small valves.
- Learns to maintain all well head treatment facilities; takes bacteriological samples; computes daily and monthly readings.
- Learns to operate PSD's telemetry/SCADA system.
- Assists in the scheduling of service and maintenance of the PSD's automatic valves.
- Assists in performing a variety of construction, maintenance, and repair work on booster stations and facilities; performs weed abatement around all pump buildings.
- Records findings, prepares reports, and maintains logs.
- Assists in collecting samples for water quality testing; learns to perform chlorinating and/or flushing to reach the proper residuals or water quality.

- Serves on a rotating shift and serves "on call" with a PSD cell phone after hours, weekends and holidays which fall within the assigned shift.
- Cross-trains in other department job duties.
- Maintains assigned PSD vehicle including servicing and periodic safety checks.
- Participates in PSD safety meetings.
- Performs other related duties, as assigned.

Qualifications

Knowledge of:

- Basic water distribution procedures, equipment, materials, and tools used in the operation and maintenance of motors, engines, pumps, compressors, and other equipment.
- Methods and practices of basic maintenance, and repair work.
- Geography and street locations of the PSD.
- Routine record keeping.
- Safe work practices.

Ability to:

- Learn to inspect, operate, diagnose problems, and perform preventative maintenance and limited repair work on electrical motors and engines, pumps, compressors, valves, and related equipment.
- Read and interpret a variety of charts and gauges.
- Maintain basic accurate records of work performed.
- Learn to inspect water services and detect tampering or diversion.
- Perform entry level unskilled/skilled responsible water system maintenance duties.
- Perform heavy physical labor.
- Communicate clearly and concisely.
- Understand and carry out oral and written instructions.
- Observe proper safety precautions.
- Work overtime as required.
- Operate a vehicle observing legal and defensive driving practices.

Minimum Qualifications

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Education: A high school diploma or satisfactory equivalent, preferably supplemented

by the completion at least two (2) college level courses in accounting, finance, business administration, or related subjects; and

Experience: A minimum of one (1) year of experience in either meter service or distribution system operations with a public water system.

Necessary Special Requirements

Must possess an appropriate valid, West Virginia Driver's License and a good driving record.

Possession of a valid, West Virginia Water Distribution Operator's Certificate.

Physical Tasks and Environmental Conditions

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions on a case-by-case basis.

While performing the duties of this classification, an incumbent is regularly required to stand; use hands and fingers to handle or feel; and talk and hear. The employee is frequently required to walk and to reach with hands and arms. The employee is occasionally required to sit, climb or balance and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to ten (10) pounds, frequently lift and/or move up to fifty (50) pounds, and occasionally lift and/or move up to one hundred (100) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Salary Reviews

Advancement in salary is not automatic. It should be considered a reward for meritorious service. The public service board may authorize the advancement of an employee who has performed twelve (12) months continuous satisfactory service.

An employee who furthers his/her knowledge in the field or employment may become eligible for consideration of a salary review by the public service board. The public service board may authorize reimbursement to the employee for cost of tuition, registration fees, required textbooks, certification costs and other related charges upon proof of receiving a passing grade, and /or certificate, whichever may be appropriate or both.