



RURAL WATER DISTRICT #10

POLICY & PROCEDURE

SUBJECT: Water Plant Operator Job Description		
NUMBER: 101	ISSUE DATE: April 12, 2022	EFFECTIVE DATE: January 10, 2023
RESCINDS & REPLACES: February 1, 2022	AMENDS:	PAGE NO. 1 of 3

Position Summary

Under the supervision of Jefferson County Rural Water District 10 board of directors the Water Plant Operator is responsible for the operation of the district’s water plant.

The Water Plant Operator is accountable to and receives final performance evaluation from Jefferson County Rural Water District #10 Board of Directors.

The Water Plant Operator salary is \$300.00 per month for the essential functions listed below. Additional duties will be billed at \$30.00 per hour.

Major Duties and Responsibilities

The primary responsibilities of this position include, but are not limited to the following:

Essential Functions:

- Be available to RWD #10 when needed for additional duties
- Coordinate with the Utility Billing Clerk to read the water meters on a monthly basis.
- Coordinate with the Utility Billing Clerk the shut off of service and service connections.
- Monitor and inspect water equipment; plant, water towers and wells.
- Collect required water samples and take to laboratory or arrange for transport to laboratory.
- Supervise the maintenance of the daily chlorine log at the water plant and the water office.
- Follow best safety practices and procedures.
- Maintains confidentiality of information, data and records.

Additional Duties:

- Reads water meters.
- Meters may be estimated if weather conditions are not suitable for reading of meters.
- Installs and repairs water lines and services.
- Repairs water line breaks
- Flush, maintain, repair and/or replace fire hydrants
- Exercise, maintain, repair and/or replace valves
- Install, repair and replace water meters
- Other duties/repairs/maintenance as assigned
- Cleans and performs preventative maintenance for water district.

- Respond to alarms and notify board members as needed.
- Locating of water lines.
- Operates district equipment including the backhoe and truck.

Education, Experience and Qualifications:

- High school diploma or equivalent
- A valid Kansas Driver's License is required, CDL is preferred.
- Small Systems Water Plant Certification is required.
- Knowledge of operating and maintaining water facility equipment, computers, equipment maintenance and a working knowledge of mathematics is required.
- Must understand and anticipate problems, follow policies and interpret written instruction and manuals.
- Should have a strong mechanical aptitude and effective public relation, oral and written communication skills.

Physical Demands & Work Environment:

Physical Demands:

- Occasional maximum lift of 80 lbs. from floor to 62" high
- Occasional maximum lift of 40 lbs. from floor to overhead
- Frequent maximum lift of 34 lbs. from floor to shoulder
- Occasional maximum carry of 80 lbs.
- Occasional maximum carry of 60 lbs.
- Frequent maximum carry of 40 lbs.
- Occasional maximum horizontal push/pull force of 150 lbs.
- Occasional maximum vertical pull force of 65 lbs. at 58" high
- Occasional maximum vertical pull force of 90 lbs. at ground height
- Frequent push/pull force of 30 lbs.
- Frequent maximum grip force 65 lbs.
- Constant maximum grip force 10 lbs.
- Frequent climb up to 24" high
- Frequent forward reach
- Occasional overhead reach
- Frequent bend and crouch
- Occasional crouch/kneel/crawl
- Frequent balance
- Frequent neck rotation
- Frequent bilateral hand coordination;
- Frequent exposure to whole body vibration
- Frequent sitting, standing and walking.

The physical demands 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 Environment While performing the essential function of this position employee will encounter outdoor adverse weather and working conditions including but not limited to temperature extremes, rain, snow, ice and confined space. The employee may regularly be exposed to but not limited to hazardous chemicals, heavy machinery, and fumes. Hearing protection is occasionally required.

Benefits:

This is a part-time position without benefits