

JOB DESCRIPTION

TITLE: Water Operator
DEPARTMENT: Doylestown Township Municipal Authority

THIS POSITION REPORTS TO AND IS SUPERVISED BY: Chief Water Operator and Water Superintendent

THIS POSITION HAS AUTHORITY OVER AND SUPERVISES: None

JOB IS: Full-time
HOURS: 40 hours per week
WORK SCHEDULE: 7:30 a.m. - 3:30 p.m.; Monday - Friday

OVERTIME SCHEDULE: **Required.** Available, as necessary, on a 24-hour basis. Also, weekend work is required (generally, once per month)

PURPOSE OF THIS POSITION:

This Water Operator position is responsible for the monitoring, operation, maintenance, and repair for various facilities within the DTMA production and distribution systems. The Operator will have responsibility for ensuring our groundwater meets and exceeds all DEP Safe Drinking Water Act levels.

Description:

Doylestown Township is seeking applications for a Water Operator within the Township water authority. Applicants shall be dedicated, reliable, and willing to learn and grow as a professional. The applicant shall maintain a high standard of personal integrity in all workplace and public relationships. The applicant shall be self-motivated and capable of working independently as well within a group. This position is responsible for the public's health and safety. The successful candidate must be able to work assigned schedules in the course of his or her duties, and to respond to water system problems after hours. Overtime will be a requirement of this position.

The applicant is responsible to monitor, operate, maintain, repair, and install facilities, and other aspects of the Authority's production and distribution system. The applicant will ensure our groundwater meets and exceeds all Safe Drinking Water Act levels by properly operating and maintaining our collection of production wells, booster stations, and tanks. Daily water testing and inspection of facilities is required. In addition, the applicant shall perform quarterly water meter readings utilizing cutting edge technology. The applicant shall also be proficient in monitoring water operational data via a SCADA system. The maintenance of the Authority's GIS system will also be required.

MINIMUM REQUIREMENTS TO HOLD THIS POSITION

1) Required Education

- High School diploma or GED.

2) Required Experience:

- Two to Five years' experience preferred but not required

3) Required Licenses/Certificates/Registrations:

- A Pennsylvania Water Operator License Certificate of "B" or greater and "E" is preferred, but not required. Applicants without a license would be required to earn a "B" License Certificate license with sub-classifications 7, 9, 10 and 11 at a minimum during employment.
- Valid and current Pennsylvania Driver Operator License (CDL) is preferred but not required.
- Valid and current Pennsylvania Commercial Driver's License "B", or better, and air brakes is desirable. Candidates who do not have a CDL shall be required to obtain a commercial driver license, within an agreed upon time between the Candidate and Doylestown Township, and to successfully pass random drug tests in accordance with the Commonwealth of Pennsylvania commercial driver regulations.

ESSENTIAL ABILITY REQUIRED TO PERFORM THE POSITION:

- Ability to establish and maintain effective working relationships with staff and public.
- Accept continuous instructions, training, and education to further knowledge and abilities for completing job duties.
- Accurately complete administrative forms and reports in a timely fashion.
- Adhere to all rules, regulations, and procedures necessary to maintain required licenses, certificates, and/or registrations.
- Apply common sense understanding to carry out instructions.
- Carry out job functions with or without supervision.
- Carry out job functions without posing a direct threat to the health or safety to self or others.
- Communicate effectively.
- Complete job functions in a timely, good workmanlike manner.
- Drive or operate equipment and tools as required.
- Exercise sound judgment in evaluating situations and in making decisions.
- Maintain acceptable attendance standards.
- Maintain confidentiality of information.
- Maintain socially appropriate behavior.
- Request assistance when appropriate.
- Safely and skillfully use equipment, tools, machines, vehicles.
- Understand and comply with drug use/abuse policies and procedures.
- Understand and comply with personnel policies and procedures.
- Understand and comply with smoking and tobacco use policies.
- Understand and comply with safety policies and procedures.
- Work courteously and tactfully when dealing with others.
- Work in coordination with others.

- Ability to pass a criminal and child abuse background checks.

ESSENTIAL FUNCTIONS REQUIRED TO FULFILL WATER OPERATOR POSITION:

- Perform daily checks on all DTMA facilities including monitoring chlorine residuals and other chemical levels.
- Maintain a database of chlorine residuals, pressure, well levels, pH, and other water quality parameters.
- Perform water distribution system flushing once per year.
- Maintain gas chlorine cylinder systems.
- Delivering and installing chemical drums.
- Repair and coordinate water main breaks.
- Repair curb stops.
- Perform leak detection.
- Locate and mark-out DTMA water main in accordance with PA-One Call system.
- Perform site inspection of all facilities.
- Troubleshooting process control equipment.
- Monitor DTMA water system via SCADA system.
- Reading and recording information from pressure gages and various analyzers.
- DRBC Well monitoring.
- Customer meter reading, customer calls and appointments.
- Pump out meter vaults.
- Meet with customers, contractors, and engineers when necessary.
- All other duties as assigned by management.

**JOB TITLE:
Water Operator**

NOTE: In terms of an 8 hour workday: "Never" equals less than 1%; "Occasionally" equals 1% to 33%; "Frequently" equals 34% to 66%; "Continuously" equals 67% to 100% of the time. Reasonable accommodations that do not cause an undue hardship will be made as required by state and federal law.

I. In an 8 hour workday, this job may require the physical ability to:

TOTAL AT ONE TIME

- A) SIT 7 hrs.
- B) STAND 7 hrs.
- C) WALK 7 hrs.

IIA Job requires the physical ability to LIFT:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
A) UP TO 10 POUNDS			X	
B) 11-20 POUNDS			X	
C) 21-30 POUNDS			X	
D) 31-40 POUNDS			X	
E) 41-50 POUNDS			X	
F) 51-100 POUNDS		X		

IIB. Job requires the physical ability to CARRY:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
A) UP TO 10 POUNDS			X	
B) 11-20 POUNDS			X	
C) 21-30 POUNDS			X	
D) 31-40 POUNDS			X	
E) 41-50 POUNDS			X	
F) 51-100 POUNDS		X		

III. Job may require the physical ability to use hands for repetitive actions such as:

	SIMPLE GRASPING	PUSHING & PULLING	FINE MANIPULATION OF ARM CONTROLS
A) RIGHT	Yes	Yes	Yes
B) LEFT	Yes	Yes	Yes

IV. Job requires the physical ability to use feet for repetitive movements as in pushing and pulling of leg controls:

RIGHT	LEFT	BOTH
Yes	Yes	Yes

V. Job requires the physical ability to function in activities involving:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
A) BENDING			X	
B) SQUATTING		X		
C) CRAWLING		X		
D) CLIMBING		X		
E) REACHING			X	
F) DRIVING A VEHICLE				X
G) UNPROTECTED HEIGHTS			X	
H) BEING AROUND MOVING MACHINERY			X	
I) EXPOSURE TO MARKED CHANGES IN TEMPERATURE & HUMIDITY			X	
J) EXPOSURE TO DUST, FUMES & GASES			X	

This Job Description is designed to accurately reflect job duties. However, it may not be all-inclusive and other job related duties may be required. Reasonable accommodations will be made as required by local, state, or federal law that do not cause an undue hardship.

By signing below I acknowledge I have read and understand this Job Description. I am able to meet or exceed all aspects of the Job Description.

Job Description Title: _____

Today's Date: _____

Printed Name: _____

Signature: _____