



## **Operator**

This position performs a variety of duties relating to the operation of a public drinking water system with three wells, chlorination and pH adjustment, booster pumps and three water storage tanks. Work includes meter reading, meter installation and servicing, sample collection, system flushing, pipe locating, system repair and maintenance, work order and data entry. Individual will also communicate and assist with both Superintendent and District Business Manager relating to technical and field operations of the District. Basic computer skills, hand/power tool skills and light equipment operation knowledge are necessities. Will be working on many occasions with the public served and will also be required to be on scheduled weekend and holiday on-call coverage and be available for emergency situations.

### **Key responsibilities:**

#### **Operational**

- Complies with policies, procedures, and technical requirements of the RWD.
- Performs daily flow and water system checks, including weekend and holidays when on-call.
- Collects samples for bacteria analyses as well as those for extensive chemistry analyses.
- Performs water quality analyses, which may include the following:
  - pH, residual chlorine and other operating parameters
  - Calculates necessary chlorine additions and adjust chlorine feed equipment as needed at water sources of supply
  - Performs other operational calculations as necessary.
- Installs water meters and disconnect/reconnect meters as necessary for repairs and construction.
- Performs meter readings and provides input to water billing system.
- Responds to inquiries from customers and maintains positive community relations.
- Maintains in-depth knowledge of distribution system infrastructure including treatment capabilities.
- May oversee construction projects that install, maintain and repairs the RWD distribution system and services.
- Performs leak detection testing, line location, and marking.
- Performs cross-connection inspections and backflow device testing.



- Assists with technical reviews for residential, commercial, and subdivision plans and applications for service to ensure compliance with RWD requirements.
- Assists in maintenance of the RWD GIS and asset management data system. Gathers and develops system information and data for entry into the system.
- Operates heavy equipment for snow removal and assists in maintenance of RWD properties (mowing, raking, etc.) and grounds maintenance.
- Recommends upgrading of equipment, vehicles, etc., to RWD Superintendent.
- Responds to off-duty emergent problems, such as, main breaks, pump failures, etc.
- Maintains proper certification and continuing education for the position

### **Communication/Interpersonal Contacts**

- Interacts with a wide variety of individuals, including but not limited to; RWD customers, RWD employees, RWD Commissioners, RWD Treasurer, Town officials, Police & Fire personnel, representatives of engineering, vendor or contractor companies and state and federal regulators. Conducts these interactions in a respectful and professional manner to ensure positive community relations, an effective work environment and productive working relationships with individuals and companies supporting RWD.
- Interacts on a daily basis with the Administrator, Superintendent and Business Manager to ensure coordination of District operational issues. A spirit of cooperation is essential.

### **Required Skills and Qualifications:**

- Proven experience in water system operations and maintenance
- Strong understanding of drinking water system standards and regulations
- Proficiency in data gathering and reporting, especially related to daily water operations recordkeeping
- High School diploma
- valid driver's license
- pass a criminal background check.
- Ability to obtain NH Grade 1 Distribution and Grade 1 Treatment license and NEWWA Back Flow Tester's license.
- Perform manual labor, snow plowing and logical decision making.
- Strong mechanical, analytical and problem-solving skills



- A strong attention to detail and organizational skills required.

**Reporting Structure:**

Works under the supervision of the RWD's Superintendent. Carries out daily activities independently. When major problems develop, develops and presents proposed resolutions for review by the Superintendent.

**Physical Requirements and Work Environment:**

- The Operator work is performed in various locations. This position is required to occasionally work outside of business hours and may be contacted at any time. In addition, the Operator will be required to work on weekends to cover daily on-call duties on a rotating basis with other water system staff.
- Work involves exposure to water treatment chemicals which without following proper safety procedures, can be hazardous.
- Work can take place around high voltage motors and equipment.
- Work can involve working near excavation equipment and trenches. Proper care and training in safety procedures is required.
- While performing the duties of this job, the employee occasionally works in outside weather conditions.
- While performing the duties of this job, the employee is regularly required to use hands to handle, feel or operate objects, tools, or controls and reach with hands and arms.
- The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.
- The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Work may occasionally occur in confined spaces, in awkward and strenuous positions for extended periods of time and under varying and extreme weather conditions; exposure to hazardous chemicals, mud, water, dust, dirt, grease, and noise.



- The position involves often moving from a sitting position to standing position and involves moving outside the office, working inside customer's building premises and other locations throughout water district's service territory.

*The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*