

TOWN OF FRIDAY HARBOR**POSITION DESCRIPTION**

TITLE:	Water Distribution System Worker	December 2021
DEPARTMENT:	Water	
CLASSIFICATION:	Utility Worker I	
REPRESENTATION:	Union Member	FLSA: Non-exempt

NATURE OF WORK

Water Distribution System Worker is responsible for performing varied and moderately complex maintenance and construction duties. This water utility worker position is distinguished by performing regular, recurring and non-routine tasks for maintenance, repair and installation in the water distribution system, along with water meter reading, care and maintenance of meters, meter boxes, etc.

Included in the nature of work is the operation of light and heavy equipment, flexibility in work days and work hours, and the requirement to be assigned to and learn tasks in other Town departments. Some tasks require development of a moderate level of proficiency in operating complex equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Operate Town equipment and tools
- Load and transport equipment and tools to work site
- Install and repair waterlines
- Install and repair fire hydrants
- Inspect new water lines at construction sites
- Perform maintenance and repairs on reservoirs, pumps, and booster pumps
- Perform monthly reading of water meters and repair meters as necessary
- Perform routine equipment maintenance and minor field repair
- Perform work in accordance with all federal, state, and local laws, rules and regulations, and within mandated and appropriate safety standards
- Maintain and promote excellent relations and communications with co-workers
- Respond orally to public inquiries in a courteous manner, and refer inquiries to an employee of higher classification as appropriate

OTHER JOB FUNCTIONS

- Perform duties, as assigned, in other Town Maintenance departments
- Minor vehicle maintenance
- Maintenance and inventory record keeping
- Duties may include facility housekeeping, painting, and landscaping

SUPERVISION RECEIVED & EXERCISED

Follows direction from Water Systems Manager or Public Works Director:

- Receives general supervision for routine tasks.
 - Receives close to moderate supervision depending on experience and complexity of assigned tasks.
 - May perform routine assignments independently following standard practice.
- No supervisory responsibilities.

WORKING LOCATION & HOURS

Location: Town Shop, 501 Marguerite Street

Hours: 7:00 AM to 3:30 PM, Monday – Friday. Swing or night shift may be required. Overtime and weekend work required.

QUALIFICATIONS

High School diploma, GED, or any combination of education and experience that would provide the applicant with the desired knowledge, skills, and abilities required to perform the job.

Technical

Must possess and maintain State certification as a Water Distribution Operator I, within eighteen months from date of hire.

Must possess or attain within first six months, a valid Washington State driver's license.

Must be trainable in confined space procedures, and use and containment of all hazardous chemicals used.

Must be trainable in the use of all safety equipment, including SCBA's (self-contained breathing apparatus), oxygen detection meter, blower, respirator, etc.

Physical

Physical strength and ability sufficient to perform heavy manual labor for extended periods under wet, cold, and generally unpleasant conditions.

Physical stamina and agility to sufficient to stand, walk, climb stairs, crawl and bend in confined spaces, and engage in similar physical activities for the duration of the shift, as necessary.

Ability to estimate distance and direction of underground systems to locate the source of a problem and determine where to excavate.

Ability to monitor radio messages while doing other work throughout shift.

Ability to wear all required safety and protective gear and equipment.

Other Capabilities

Basic knowledge and ability to read equipment instruction and maintenance manuals, drawings, schematics, and blueprints.

Ability to give and follow oral and written instructions.

Ability to learn to perform a variety of clerical functions, including typing correspondence, making legible and orderly entries in logs and work order reports, and maintain files.

TOOLS AND EQUIPMENT USED

A variety of hand tools such as: saws, drills, wrenches, shovel; power tools such as: cutting torches, drill and bench presses, grinders, drills; and a variety of saws, including electric, chain, reciprocating, table, and jigsaw.

Backhoe, front end loader, dump truck, tanker truck, pickup truck, tapping machine, pipe threader, jackhammer, acetylene torch, trash pump, ditch compactor, and air compressor.

PHYSICAL DEMANDS

The physical demands 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.

Strength and ability sufficient to perform heavy lifting, moving, and carrying. This is defined, for example, as regularly exerting force sufficient to lift up to 80 pounds, maneuver up to 150 pounds onto a pallet for forklift, and carry up to 50 pounds up and down a ladder.

Must be able to climb ladders to inspect reservoirs.

Must be able to monitor radio messages while doing other work.

Must be able to spend significant part of shift driving and getting in and out of a truck.

WORK ENVIRONMENT

Work is primarily performed outdoors in every kind of weather condition, and in wet, muddy, confined work spaces. Depending on equipment required for job; noise intensity ranges from moderate to very loud. Exposure to hazardous materials ranges from moderate to fairly high. Extended periods of heavy manual labor under all weather conditions is sometimes required.

OTHER

As an absolute condition of employment, employees are required upon hire to sign a drug-free workplace agreement and submit to random drug and alcohol testing.

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the work load.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests might be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position.

The 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.

NOTICES

The Town of Friday Harbor will utilize the first 6 months of employment as an extension of the selection process.

The Town of Friday Harbor is an equal opportunity employer and assures equal employment regardless of race, creed, color, ethnicity, nation origin, sex, age, marital status, or presence of any sensory, mental or physical disability.

Verification of identity and United States work authorization must be completed before employment commences as required by the Immigration Reform and Control Act.

The Town of Friday Harbor has a no smoking policy in all Town facilities and Town vehicles.