



JOB DESCRIPTION TRI GID UTILITY OPERATOR POSITION

Job Title: Utility Operator
Reports to: Operations Foreman
Salary Range: \$57,178 - \$78,625 (non-exempt position)

SUMMARY

Under direction of Operations Foreman, participates in the operation, maintenance, repair, and construction of TRI-GID's wastewater collection systems, wastewater treatment plant, water distribution system and reuse water system. This is the entry level certified operator position within the GID. Incumbents perform the more routine technical duties while learning operational policies and procedures. The Utility Operator class differs from the Lead Operator in that the Lead Operator may be given more independence and responsibility in tasks and performance and may act in a lead capacity.

ESSENTIAL FUNCTIONS

(Performance of these functions is the reason the job exists. Employee may not be assigned all duties and assigned job tasks/duties are not limited to the essential functions.)

1. Responsible for familiarization and coordination of all facility process controls and operating procedures.
2. Attends training sessions and operators' meetings.
3. Reviews Operations and Maintenance Manuals, Standard & Emergency Operating Procedures and Facility Required Reading Boards.
4. Reviews, understands, and follows SOPs and EOPs.
5. Monitors distribution operations and well production through Supervisory Control and Data Acquisition (SCADA) as well as physical transmission and distribution.
6. Performs necessary labor functions as required, makes necessary repairs and excavations safely.
7. Calculates proper chemical dosage requirements and performs daily chlorine residual checks throughout the system.
8. Performs all required sampling for monitoring compliance and water analysis.



9. Maintains all necessary logs in a professional manner.
10. Performs chemical unloading at Well and Booster facilities.
11. Maintains current knowledge of local, state, and federal regulations.
12. Reports all noted operational deficiencies or violations to the Lead Operator, or Operations Superintendent immediately.
13. Performs both scheduled and unscheduled maintenance on facility equipment as required.
14. Works on job assignments when directed.
15. Performs necessary facility and equipment cleaning and janitorial functions as required.
16. Maintains the facility grounds as required.
17. Maintains and cleans fleet vehicles and heavy equipment as required.
18. Operate equipment including backhoe, loader, man lift, etc.
19. Performs other duties and responsibilities as required.

QUALIFICATIONS FOR EMPLOYMENT

Knowledge of:

- Principles, practices, methods, and materials used in maintenance and operation of wastewater collection and treatment and water distribution and treatment.
- Knowledge of backflow and cross connection control.
- Equipment and tool safety and operating procedures for wastewater and water operations.
- Regulations governing the operation of municipal wastewater treatment facilities and the related collection, distribution, and storage facilities.
- Laboratory procedures for basic, routine test water systems plus related sample gathering and handling techniques; and occupational hazards and safety practices related to wastewater/ water system operation, repair, and maintenance.

Ability to:

- Perform a variety of semi-skilled and skilled manual maintenance and construction tasks on treatment equipment and GID facilities.
- Maintain accurate and legible records of activities and conditions observed.
- Understand and follow written and verbal instructions.
- Read and follow diagrams.
- Perform basic arithmetic calculations.
- Safely operate a variety of equipment and tools.



- Work harmoniously and tactfully with other GID employees, contractors, and the public including individuals having complaints regarding GID services.
- Locate and repair problems with equipment, machinery, and water systems while working independently in the field.
- Operate construction equipment such as backhoes, loaders, and small cranes to excavate lines and make repairs to lines, pumps, and other facilities.
- Apply work methods consistent with regulations, department, and GID policies and procedures.
- Train new staff in work methods and equipment operation.
- Select alternatives and project the consequences of proposed actions; and operate a personal computer.

EDUCATION AND EXPERIENCE

Any combination of training, education and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:

High school diploma or equivalent; plus

Two (2) years of experience in the operation and maintenance of wastewater/water distribution systems.

CERTIFICATIONS, LICENSES, REGISTRATIONS

Must possess a valid Nevada Driver's license and possess or obtain a valid commercial driver's license with a B and N endorsement within six months employment.

Must complete OSHA 10 certification within 90 days of employment.

Possess and maintain, or acquire within 12 months of the start date of employment, any one of the following certifications:

- State of Nevada Certified Wastewater Treatment Plant Operator Grade 2 certification
- State of Nevada Certified Water Treatment Operator Grade 2 certification
- State of Nevada Water Distribution Operator Grade 3 certification

PHYSICAL DEMANDS AND WORKING CONDITIONS

(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. In compliance with applicable disabilities laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.)

Strength, stamina, and dexterity to sit in vehicles operating on rough roads and rough surfaces for short periods of time each day; walk on uneven or slippery surfaces; perform heavy manual tasks



using hand tools such as shovels and picks; perform repetitive motions including use of controls with hands and feet; climb up and down ladders to enter confined spaces and other areas; coordination and dexterity to adjust and make minor repairs to equipment; strength to lift and carry containers and equipment weighing up to 90 pounds; visual acuity sufficient to operate equipment and read gauges in a variety of lighting conditions, including bright light, low light, and low visibility conditions; depth perception sufficient to maneuver equipment and determine position of equipment components; ability to hear changes in operation of motors and other equipment; ability to perform physically demanding work for continuous and lengthy periods of time.

Work in outdoor and indoor environments with intermittent to frequent exposure each day to unpleasant elements such as vibrations, noise, dust, fumes and odors, dampness, raw sewage, noise levels, or extreme weather conditions including heat, rain, snow, cold and wind, and dust. Potential exposure to dangerous chemicals. Occasional work in regulated confined space and areas. Work is typically performed independently and may be in isolated geographic areas.

BENEFITS

- Medical, dental and vision insurance
- Paid time off & holidays
- Public Employee Retirement System (PERS) participation

EQUAL OPPORTUNITY EMPLOYER

TRI GID is an equal-opportunity employer. We cultivate and maintain a work environment that values the dignity of each individual. All qualified applicants will receive consideration for employment without regard to race, color, gender, sexual orientation, gender identity, religion, age, disability or national origin. All decisions affecting any terms and conditions of employment, including recruitment, hiring, assignment, training, compensation, promotion, salary, disciplinary action and an employee's caregiving responsibilities, will be made without regard to race, color, national origin, gender, sexual orientation, religion, age, disability, political affiliation, marital status, membership in an employee association, or any other protected status or category.

TRI GID is dedicated to maintaining a safe, efficient and productive work environment and therefore is committed to a Drug and Alcohol-Free Workplace.



This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

Please send completed application to tblack@tri-gid.org

The job description does not constitute an employment agreement between TRI- GID and employees. It is subject to change at any time by TRI-GID at its sole discretion.

I have received, reviewed and understand this job description.

Signed

Printed

Date