

SPANAWAY WATER COMPANY, Inc.

**POST OFFICE BOX 1000
SPANAWAY, WASHINGTON 98387-1000
(253) 531-9024**

Description for the Position of:

WATER WORKS OPERATOR II

Summary: This is a journey level position that serves as senior member of the Company's field staff for all field operations and maintenance functions. Primary duties include installation and maintenance of public water distribution system components, storage tanks, wells; inventory, vehicle, and equipment readiness and maintenance; emergency response; well and water treatment operation; and construction inspection. Requires a Washington State Commercial Drivers License, Department of Health Water Distribution Manager I, Basic Treatment Plant Operator, and Cross-Connection Control Specialist certifications. Responsible to and reports to the Field Operations and Maintenance Manager or as assigned to the Field Lead.

Primary duties and responsibilities of the position:

1. Competently, with minimal direction, installs, operates, maintains, and repairs/replaces water system components.
 - A. Demonstrates knowledge and skills to properly install mains, fire hydrants, service connections, meters, and blow-offs.
 - B. Demonstrates knowledge and skills to operate, maintain, and repair or replace mains, fire hydrants, service connections, and blow-offs including reasoned troubleshooting in uncertain situations.
 - C. Demonstrates knowledge and skills to properly operate and maintain construction equipment.
 - D. Demonstrates knowledge of and ability to use construction drawings, materials take-offs, survey staking and the use and documentation for as-built drawings.
 - E. Primary responsibility to insure that federal, state, and SWC safety regulations, requirements, and procedures are addressed at work sites.
 - F. Demonstrates knowledge and skills to professionally deal with contractors, inspect work completed, and punch list creation and inspection to insure compliance with SWC's, state, and industry standards, policies, and practices on a consistent basis.
 - G. Insures adequate supplies, materials, tools, and equipment are available, properly stored, and reported for reordering on a timely basis to insure routine & emergency availability at the shop and on field service vehicles.
2. Understands and competently performs underground water utility locating.
 - A. Understands the requirements for locating and the potential for liability and possible damage to the water system from inaccurate locates.
 - B. Uses knowledge of water system, its installation, and available Company information to accurately locate Company water system components and report updates and corrections.
 - C. Responds to locate requests within two business days and coordinates with other utilities or contractors to accomplish or resolve issues related to locates.
 - D. Insures that other utility locates have been completed prior to commencing Company excavations.
3. Competently, with minimal direction operates, reports, maintains water production wells and water treatment systems.
 - A. Demonstrates knowledge of well and water treatment equipment purposes, operation, maintenance, and basic regulatory requirements.
 - B. Utilizes knowledge to perform routine and emergency well and water treatment equipment operational monitoring, repair, and reporting.
4. Competently, with minimal direction, completes water quality testing.
 - A. Utilizes knowledge and skills to perform water quality testing using prescribed procedures, techniques, and record keeping required for new construction disinfection and certification.

- B. Utilizes knowledge and skills to perform system water quality sampling including routine main flushing samples and required quality sampling.
 - C. Responds to customer water quality questions within their scope of knowledge, forwarding questions to Water Programs Manager when uncertain or additional information is required.
 - D. Evaluates and reports possible cross connections in the distribution system.
5. Obtains and maintains minimum licenses and professional certifications.
 - A. Possesses and maintains a valid Washington State Drivers License and Class 'A' Commercial Drivers License and L & I Flagging certification.
 - B. Possesses and maintains a valid Washington State Department of Labor and Industries First Aid certification.
 - C. Possesses and maintains valid Washington State Department of Health Water Distribution Manager I, Basic Treatment Operator, and Cross-Connection Control Specialist certifications.
 - D. Maintains Washington State Department of Labor and Industries competent person status, and training for confined space and asbestos concrete pipe.
 6. Competently, with minimal direction, completes required field operational and maintenance activities and programs with the other field staff to standards established by SWC including:
 - A. Water system flushing,
 - B. Valve maintenance,
 - C. Lock-up functions (as needed),
 - D. Company site maintenance,
 - E. Vehicle cleanliness, inventory supply, and maintenance,
 - F. Leak detection programs,
 - G. Cross-connection control, and
 - H. Responds to customer questions, requests, or issues in a professional manner directing questions to managerial level if beyond the scope of expertise.
 7. Competently, with minimal or no direction responds to emergency situations.
 - A. Actively participates in, contributes to, and understands SWC's emergency response plan including its duties and roles, and response tests.
 - B. Serves on a regular schedule or as needed basis as SWC's after hours "on-call" representative.
 - C. Insures that equipment, vehicles, and inventory are maintained in an emergency ready condition.
 8. Maintains a professional work ethic that reflects highly on the employee and the Company in accord with SWC policies and procedures.
 - A. Maintains knowledge of and follows Company policies, procedures, and practices for all activities including customer service, customer complaints, and safety.
 - B. Trains junior staff on equipment operation, SWC construction standards and procedures.
 - C. Continually demonstrates an interest, concern, and respect for SWC customers, staff, and other persons in all forms using established policies, procedures, practices, and training.
 - D. Participates in the Company's random drug and alcohol testing program.
 9. Perform other assigned or requested duties as needed.

Salary Range: starting salary percentage and steps adjusted DOQ.

<u>Period of Employment:</u>	<u>Certification requirements:</u>
1 st six months	CDL
2 nd six months	
2 nd year	WDSI or WDMI required for this step
3 rd year	WDMI required for this step
4 th year	BTO or CCS required for this step
5 th year on	BTO and CCS required for this step