

**TOWN OF ESTES PARK  
WATER PLANT OPERATOR I/II/III/IV**

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EXEMPT:	No	GRADE:	LT120/130/140/160
DEPARTMENT:	Utilities	REPORTS TO:	Water Supervisor

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**SUMMARY**

Under the general supervision of the Distribution Supervisor or Plant Supervisor, perform entry level, semi-skilled and skilled technical and maintenance work in the daily operation and maintenance of a water treatment plant, distribution system, pump and PRV stations. Level I is an entry level position and can be filled with limited or no experience in water treatment or distribution. Participates in the operation, maintenance and monitoring of the water system to ensure adherence to standards and efficiency of operations. At the entry level, work closely with supervised training and a limited range of duties. At advanced levels, work with an increased level of independence and responsibility to make routine changes in the operation of the plant and Distribution System.

**EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES**

The list below is intended to be illustrative of the responsibilities of the position and not all encompassing. Essential duties will vary depending upon experience and skills. Level I is entry level and not expected to have experience in these essential duties and responsibilities. The Town may change these duties at any time.

- Operates, regulates and maintains membrane and conventional water treatment plants and distribution system, including supply, storage, treatment, metering, monitoring laboratory work, equipment operation, equipment maintenance, system maintenance and repair as applicable.
- Operates a variety of equipment: motorized equipment, including heavy-duty, confined space, hazardous entry, laboratory and safety equipment.
- Responds to the public regarding water quality and distribution concerns.
- Maintains plant records and inventory to prepare reports for State regulatory agencies.
- Operates and maintains SCADA and radio systems.
- Performs locate services and operate GPS equipment.
- Coordinates and assists with water construction projects as needed.
- At higher levels: may assist in budget preparation, selection and training of employees on tasks and equipment operations, and assignment of work.
- Performs other related work as required or assigned.

## **KNOWLEDGE, SKILLS & ABILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skill, and/or ability required:

- Level I is entry-level and is not expected to have all the knowledge, skills and abilities listed.
- Knowledge of overall operations of a water treatment and distribution systems.
- Knowledge of regulations regarding treatment plant and distribution system operations.
- Knowledge of equipment including, but not limited to, chemical feeders, multimeters, locator and leak detection, as well as other common items to manual labor.
- Knowledge of heavy equipment operations including, but not limited to, backhoe/excavator, dump truck, skid steer, and truck mounted crane.
- Knowledge of basic laboratory procedure and testing performed in monitoring treatment plants and distribution systems as well as treatment plant equipment.
- Basic knowledge of water treatment and distribution systems maintenance including motors and pumps.
- Ability to perform strenuous physical labor for extended periods of time, including: operating various types of tools and equipment associated with water maintenance, lifting, carrying, and loading/unloading heavy items and materials, hand-digging trenches and holes accessing and working from below-grade trenches and above-grade ladders, scaffolds, or platforms.
- Ability to prepare and calculate basic mathematical problems including rates, ratios, fractions, and percentages.
- Ability to set work priorities.
- Ability to read and interpret maps.
- Basic computer skills.
- Ability to provide excellent customer service to internal and external stakeholders.
- Ability to communicate effectively, both verbally and in writing, and follow oral and written instructions.
- Ability to establish and maintain effective working relationships with employees, customers and the general public.
- Must be able to work an on-call work schedule and be able to respond to emergency situations per departmental policy.

## **EDUCATION & EXPERIENCE**

- High school diploma or equivalent (GED).

## **LICENSES, CERTIFICATIONS AND REGISTRATIONS**

- Level I: Must obtain a Class D Water Plant Operator's and a Distribution 1 License within 6 months of hire.
- Level II: Must have a Class C Water Plant Operator's license or a Distribution 2 license and two years of related municipal experience.
- Level III: Must have a Class B Water Plant Operator's license or a Distribution 3 License.

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Job Description

- Level IV: Must have a Class A Water Plant Operator's license or a Distribution 4 license.
- All levels: Valid Colorado Class A Driver's License and satisfactory driving record. Out of state candidates must obtain Colorado Class A License within 6 months of hire. Employees with a CDL requirement as part of their job description are subject to random drug screening.

**RESIDENCY REQUIREMENT:** None. Must be physically present, within Park School District R-3 Boundary while on call.

**REMOTE WORK ELIGIBLE:** No

**CELL PHONE ALLOWANCE:** Job Critical Allowance

**Water Plant Operator I/II/III/IV**  
**Physical Requirements and Work Environment**

<b>Frequency Guide</b>			
Rarely (R)	Occasionally (O)	Frequently (F)	Constantly (C)
Less than - 5%	6 – 30%	31% - 70%	Over 70%
<b>Physical Task</b>	<b>Frequency</b>	<b>Physical Surroundings</b>	<b>Frequency</b>
Sitting	F	Extreme Temperatures	O
Standing	F	Inside Work	F
Walking	F	Outside Work	F
Running	R	Walking on uneven surfaces	O
Stooping	O	Working at height	O
Kneeling	O	Other:	
Squatting	O		
Climbing	O	<b>Environmental Conditions</b>	
Balancing	O	Exposure to Chemicals	F
Reaching	O	Exposure to Gases/Fumes/Dust	O
Grasping	C	High Noise Levels	O
Fingering	C	Moderate Noise Levels	O
Handling	C	Vibrations	O
Visual Acuity: Near	F	Light/Power Equipment Ops	R
Visual Acuity: Far	O	Heavy Equipment Operation	O
Depth Perception	O	Work in Traffic	O
Color Discrimination	O	Local Travel	F
Peripheral Vision	O	Out of Town Travel	R
Talking	C	Other:	
Hearing	C		
Other:		<b>Weight of Objects Moved</b>	
		Over 100 pounds	R
		Over 50 Pounds	O
		Over 10 pounds	F

PRE EMPLOYMENT PHYSICAL REQUIRED: NO

PRE EMPLOYMENT DRUG SCREEN REQUIRED: NO

I understand the description of this job and the essential functions, as given above. I also understand that all of the duties are not described above and that I will perform those above and all other assigned duties as directed by my supervisor and management.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_