

# **Sunrise Water Authority Job Description**

Title: Distribution System Operator I

Department: Operations

FLSA Status: Non-exempt

Reports to: Operations Manager

## **General Position Summary:**

This is an entry-level position with the Operations department, providing basic field operation and maintenance of the water distribution system.

## **Essential Functions/Major Responsibilities:**

- Read meters and record data, making necessary calculations.
- Maintain, repair and install meters and detect/locate leaks.
- Install and discontinue water services.
- Locate and read water distribution maps and drawings.
- Maintain and repair pressure regulator and backflow devices.
- Assist with pipeline installation and repair, valve maintenance and hydrant flushing.
- Perform vehicle and facilities maintenance.
- Perform traffic control and flagging duties, as needed.
- Understand safety policies and procedures, including incident reporting, MSDS documents, and proper use of personal protective equipment.
- Understand basic forklift operations.

## **Secondary Functions:**

Other duties as assigned.

## **Job Scope:**

- Operates from established and well known procedures.
- Performs work mostly under direct supervision and sometimes independently with moderate supervision.
- Decisions are made within prescribed operating guidelines and procedures.

## **Supervisory Responsibility:**

- This position has no supervisory responsibility.

## **Interpersonal Contacts:**

- The majority of contact is within the organization, primarily in-person, but may involve e-mail, phone and radio communication. In addition, there is occasional interaction in the field with customers, vendors and contractors.

**Specific Job Skills:**

- Understand general operational characteristics of water meters. Ability to read and transfer digits accurately.
- Able to learn the methods, techniques, tools, equipment and materials used in the minor repair and installation of water meters.
- Able to read, write and understand English.
- Able to interact professionally with customers and members of the public.
- Perform basic arithmetic calculations.
- Understand basic distribution system operations and hydraulic response.
- Operate and maintain small (light) equipment and power tools.
- Able to operate a computer.
- Able to work effectively in a team environment and deliver quality products or outcomes.
- Ability to work in conformance with safety rules and regulations including the proper use of personal protective equipment, confined space entry, basic electric equipment (lockout/tagout) and trench (underground) construction.

**Education and/or Experience:**

- High school diploma or GED is required.
- Must possess or obtain within two years from date of hire an Oregon Water Distribution I Certification.
- Must possess a valid Oregon driver's license and maintain a satisfactory driving record.
- Ability to complete proper training and certification in traffic control and flagging operations.

**Job Conditions:**

The position requires moderate to heavy physical labor, along with frequent work at night and in adverse weather conditions. On-call and after-hours duties are also required, including the ability to respond in emergency situations 24 hours per day, 7 days per week. The position may occasionally involve exposure to angry/aggressive people or activities in remote or isolated settings.

**Physical Demands Summary:**

The position requires continuous standing, walking, squatting or kneeling and lifting/carrying up to 50 pounds, as well as frequent bending, twisting, reaching, climbing, stooping, and grasping. The position also requires frequent driving of light/heavy vehicles, often at night.

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Supervisor Approval