

GMWSS  
POSITION DESCRIPTION

Class Title: Water Distribution Operator (Trainee)

Department: Operations / Distribution

Supervisor: Water Distribution Supervisor or Assistant Water Distribution Supervisor

Supervises: None

Class Characteristics: Under general supervision, performs semi-skilled and manual labor work activities in the construction, installation, maintenance and repair of the water distribution system; may read meters; assists other departments/divisions as requested; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Assists with construction, installation, maintenance and repair of water distribution system, including installation and/or replacement of lines, meters, fire hydrants, etc.
2. Assists in making water taps.
3. Assists in inspecting and locating leaks in lines; performs valve and hydrant maintenance.
4. Operates equipment, vehicles and tools assigned to Division after proper licensing and/or training.
5. Pours concrete, blacktop, etc.
6. Assists with keeping all equipment in working order. Performs servicing and assists with preventive maintenance programs on equipment; makes minor repairs and/or adjustments to equipment; forwards requests for major repairs to superiors.
7. Cleans vehicles, equipment and tools after use.
8. Reads water meters as assigned or requested.
9. Assists with other duties in other departments/divisions on a regular basis as requested.

Non-Essential: None.

#### MINIMUM QUALIFICATIONS

Training and Experience: No education or work experience requirements; however, must be able to follow oral and written instructions. Must have high school diploma or GED certification in order to be considered for advancement to Water Distribution Operator I or any other position with the organization.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Knowledge of equipment, materials, methods and techniques used in construction, installation, maintenance and repair of water distribution system.
2. Knowledge of, or ability to learn, the functions, servicing and maintenance requirements of mechanical equipment and machinery.
3. Knowledge of, or ability to learn, the geography of the service area, including location of meters.
4. Knowledge of work hazards and applicable safety precautions associated with equipment, tools, vehicles and procedures; and ability to comply with safety regulations and standards.
5. Knowledge of, or ability to learn, welding, pipe fitting, carpentry, concrete, etc.
6. Knowledge of traffic laws.

Abilities:

1. Ability to operate motorized equipment.
2. Ability to assist with maintenance (including preventive maintenance) and servicing program.
3. Ability to perform work activities involving carpentry, electrical, plumbing, painting, pouring concrete, etc.
4. Ability to detect mechanical problems and make minor repairs.
5. Ability to establish and maintain effective working relationships with officers, department directors, other employees, and the general public.
6. Physical ability to perform heavy labor for extended periods of time, often under adverse weather conditions.

**ADDITIONAL REQUIREMENTS**

Instructions: Instructions are initially detailed and specific, but become more general with work experience in the class.

Processes: Work varies slightly and seldom required to take different, new or unusual approaches in completing work assignments.

Review of Work: Most or all of completed work is reviewed.

Analytical Requirements: Duties are of a routine nature.

Physical Demands of the Job: Work requires standing, walking, stooping; must lift objects over 25 pounds; work is performed outdoors regardless of weather conditions; must operate vehicle and equipment; required to be in high places, confined spaces, and using stairs and ladders.

Tools and/or Equipment Used: Dump truck, service truck, backhoe, trencher, welder, tapping machine, jack hammer, line locator, air compressor, hand tools, wrenches, weed-eater, chain saw, etc. after proper licensing and/or training.

Contacts: Frequent public and internal contacts are requirements of the job.

Confidential Information: Little or no use of confidential information.

Mental Effort: Moderate.

Interruptions: Few.

Special Licensing Requirements: May be required to obtain and maintain a valid Class B commercial driver's license issued by the Commonwealth of Kentucky while employed in the class.

Certification Requirements: No certification requirements at this level; however, must obtain Class I, II, III and IV Water Distribution License within one year after meeting experience requirements at each level.

Drug and Alcohol Testing Requirements: Must participate in mandatory drug and alcohol testing as a condition of employment and continued employment.

Additional Requirements: Must be able to respond to calls in emergency situations at all hours.

Overtime Provision: Non-exempt.