

JOB DESCRIPTION

TITLE: CHIEF WATER OPERATOR

DEPARTMENT: DTMA/PUBLIC WORKS

THIS POSITION HAS AUTHORITY OVER AND SUPERVISES:

TITLE: Water Operators (3)

AUTHORITY TO: Administer, Authorize, Direct, and Evaluate

AUTHORITY METHOD: Verbal, Written

FREQUENCY: Occasionally to continuously

THIS POSITION REPORTS TO AND IS SUPERVISED BY:

TITLE: Water Superintendent

CHIEF OPERATOR SCHEDULE:

THIS POSITION IS: Full Time, 40 Hours per Week

WORK SCHEDULE: 7:30 A.M to 3:30 P.M.

WORK BREAKS: 30 minute lunch and two 15 minute breaks

OVERTIME: Weekend work required.

SUMMARY OF THE POSITION:

The Chief Water Operator is responsible for maintaining the operational integrity and safety of a potable water supply in compliance with all DEP and DRBC permit conditions. The Chief Water Operator will direct the day-to-day duties of the operations staff. The position is responsible for providing the administrative, supervisory, and operational efforts under all field and weather conditions. The position is responsible for maintaining the historical data needed to protect water supplies from pollution and over-pumping in accordance with the practices and procedures of the DTMA, DEP, DRBC, and Safe Drinking Water Act. This position interacts and functions as a team member of the Public Works Department in support of all Authority/Township programs and initiatives to improve the Township quality of life.

MINIMUM REQUIREMENTS TO HOLD THIS POSITION:

EDUCATION AND EXPERIENCE

High School Diploma or GED

Possess at least 5 years of water operator experience of which at least one year was in a supervisory capacity for water operations.

REQUIRED KNOWLEDGE

- 1) Materials, supplies, methods, and techniques commonly used in operating and maintaining a public water supply and distribution system.
- 2) DEP rules and regulations.
- 3) Best management practices on how to safely operate a water system.

REQUIRED LICENSES

Pennsylvania Department of Environmental Protection Water System Operator License

Class B, E with subclass 7,8,11, and 12

ESSENTIAL ABILITIES REQUIRED TO PERFORM THE POSITION:

- Ability to assign and supervise multiple personnel in operations and maintenance.
- Ability to have a working knowledge of SCADA system.
- Ability to prepare and maintain records and activity reports.
- Ability to understand and follow oral and written instructions.
- Ability to deliver instructions to water operators.
- Ability to establish and maintain effective working relationships with staff.
- Ability to ensure subordinates are sufficiently trained to allow them to effectively complete their daily duties and tasks.
- Accurately complete administrative forms and reports in a timely fashion.
- Act as a backup operator for township snow removal.
- Adhere to all rules, regulations, and procedures necessary to maintain required licenses, certificates, and registrations.
- Apply common sense understanding to carry out instructions.
- Attend educational seminars and conferences as needed to maintain professional licensures.
- Perform job functions with or without supervision.
- Perform job functions safely without posing a threat to the health and safety to self and others.
- Communicate effectively with all staff.
- Complete job functions in a timely, workmanlike manner.
- Drive and operate equipment or tools, as required, in a safe and skillful manner.
- Exercise sound judgment in evaluating situations and in making decisions.

- Maintain acceptable attendance standards.
- Maintain confidentiality of information.
- Maintain socially appropriate behavior.
- Request assistance when appropriate.
- Understand and comply with drug use/abuse policies and procedures.
- Understand and comply with personnel policies and procedures.
- Understand and comply with safety policies and procedures.
- Work courteously and tactfully when dealing with others.
- Work in coordination with others.
- Work under pressure and changing weather extremes.

ESSENTIAL FUNCTIONS TO PERFORM THE POSITION:

- Prepare daily and weekly job assignments for the operators.
- Supervises water operators in daily operational and maintenance tasks.
- Completes site visit of well houses, booster stations, tank sites and other areas as needed to record data or troubleshoot.
- Coordinates and assists work of private contractors.
- Coordinates installation of new water meters and final inspection of meters.
- Ensure customer data is delivered to finance department.
- Coordinate and participate in annual fire hydrant flushing.
- Ensure wells, tanks, and booster stations are compliant with DEP regulations and in good working order.
- Coordinate and participate in valve exercise program.
- Coordinate and participate in water quality sampling, reporting, and analysis.
- Maintains logs and collects water withdrawal data for controlling water quality and water loss.
- Maintains customer contact, documents and resolves complaints and schedules repairs.
- Participates in completion of all operational, maintenance and construction procedures as and when necessary.
- Performs other related work as required.
- Prepares and submits monthly and yearly reports as needed in accordance with DEP and DRBC permit needs and Authority/Township operational needs.
- Recommends staff, equipment and supplies for completion of daily work routines.
- Recommends training as relates to educational and safety needs of the operators positions.
- Recommends water testing in accordance with permit and customer needs.
- Schedules, coordinates, and participates in PA One Calls markings.

JOB TITLE:
CHIEF WATER OPERATOR

NOTE: In terms of an 8 hour workday: "Never" equals less than 1%; "Occasionally" equals 1% to 33%; "Frequently" equals 34% to 66%; "Continuously" equals 67% to 100% of the time. Reasonable accommodations that do not cause an undue hardship will be made as required by state and federal law.

I. In an 8 hour workday, this job may require the physical ability to:

TOTAL AT ONE TIME

- A) SIT 7 hrs.
- B) STAND 7 hrs.
- C) WALK 7 hrs.

IIA Job requires the physical ability to LIFT:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
A) UP TO 10 POUNDS			X	
B) 11-20 POUNDS			X	
C) 21-30 POUNDS			X	
D) 31-40 POUNDS			X	
E) 41-50 POUNDS			X	
F) 51-100 POUNDS		X		

IIB. Job requires the physical ability to CARRY:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
A) UP TO 10 POUNDS			X	
B) 11-20 POUNDS			X	
C) 21-30 POUNDS			X	
D) 31-40 POUNDS			X	
E) 41-50 POUNDS			X	

F) 51-100 POUNDS

X

III. Job may require the physical ability to use hands for repetitive actions such as:

	SIMPLE GRASPING	PUSHING & PULLING	FINE MANIPULATION OF ARM CONTROLS
A) RIGHT	Yes	Yes	Yes
B) LEFT	Yes	Yes	Yes

IV. Job requires the physical ability to use feet for repetitive movements as in pushing and pulling of leg controls:

RIGHT	LEFT	BOTH
Yes	Yes	Yes

V. Job requires the physical ability to function in activities involving:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
A) BENDING			X	
B) SQUATTING		X		
C) CRAWLING		X		
D) CLIMBING		X		
E) REACHING			X	
F) DRIVING A VEHICLE				X
G) UNPROTECTED HEIGHTS			X	
H) BEING AROUND MOVING MACHINERY			X	
I) EXPOSURE TO MARKED CHANGES IN TEMPERATURE & HUMIDITY			X	
J) EXPOSURE TO DUST, FUMES & GASES			X	

This Job Description is designed to accurately reflect job duties. However, it may not be all-inclusive and other job related duties may be required. Reasonable accommodations will be made as required by local, state, or federal law that do not cause an undue hardship.