



# TOWN OF NEDERLAND

## Public Works Utilities Part Time Operator I

### Position Description

**Position/Job Title:** Utilities Part Time Operator I

**Department:** Public Works

**REVISED:** November 2019

**Pay:** Hourly, \$15-\$19/hour, 30 hrs/week

**FLSA:** Part Time, Non-exempt

### *Nature of Work*

Performs a variety of entry-level skilled duties related to the installation, maintenance, and repair of all public utility services. Duties and responsibilities include, but are not limited to, the following: water treatment, transmission, and distribution; wastewater collection and treatment; storm water collection; meter installations; heavy equipment operation and maintenance.

### *Supervision Received*

Works under the direct supervision of the Utilities Supervisor, or works under the direct/general supervision of the Public Works Manager. Occasionally may work under limited supervision of the Streets Supervisor, Utilities Lead Operator, or a Streets or Utilities Operator II or III.

### *Supervision Exercised*

None – this is not a supervisory position.

### *Essential Duties*

#### **Water:**

1. Under direction, install, repair, and maintain the Town's distribution system, which includes but is not limited to: water mains, water meters and services, fire hydrants, isolation and pressure regulating valves, pumps and motors, and water storage tanks.
2. Under direction, ensure adequate raw water diversion and operate water treatment plant facilities, which includes but is not limited to: meters, pumps and motors, membrane treatment process, moving chemical barrels, chemical dosing, SCADA, laboratory testing and records requirements.

#### **Wastewater:**

1. Under direction, perform wastewater collection system maintenance and repairs, which includes but is not limited to: safely enter manholes for inspection purposes, repair leaks and unclog mains with proper equipment and tools.

2. Under direction, operate wastewater treatment plant facilities, which includes but is not limited to: monitoring the performance of all equipment, gauges, processes, and SCADA in the treatment plant; lab testing and data recording; operate, maintain, and repair wastewater treatment plant pumps and equipment; moving chemical barrels and dosing chemicals.

**Heavy Equipment Operation and Maintenance:**

1. Occasionally may be required to operate heavy equipment under the general supervision of the Public Works Manager.
2. Occasionally may be required to perform maintenance on equipment, such as washing/cleaning, greasing, and completing an overall maintenance checklist.

**Fire Mitigation:**

1. Perform fire mitigation duties, which include but are not limited to: cutting, trimming and removing dead and fallen trees; cutting, trimming and removing fire hazard trees identified by the Town.

**Building Maintenance:**

1. Required to clean, maintain, and make repairs to all Town-owned properties and buildings, which includes but is not limited to: removing trash and recycling, sweeping and mopping, wiping down furniture and equipment, maintaining HVAC, etc.
2. May be asked to perform limited carpentry skills

***Other Duties and Responsibilities***

1. Performs other duties as required.
2. May be needed to assist with streets operations or in other Town facilities.

***Knowledge, Skills and Abilities***

**Required Minimum Qualifications:**

1. Must have a valid Colorado Driver's License.
2. State of Colorado Water and Wastewater Treatment Class "D" certifications; Water Distribution and Wastewater Collections Class "I" certifications or obtain within 6 months of hire.

**Desired Qualifications:**

1. Previous experience related to water/wastewater, distributions/collections, or building maintenance preferred.
2. State of Colorado Water and Wastewater Treatment Class "C" certifications; Water Distribution and Wastewater Collections Class "II" certifications; Cross-connection control technician certification preferred.
3. Strong math and science skills with laboratory experience preferred.
4. Valid CDL license with the appropriate endorsements including Class B (26,001 or more pounds), N Tanker, and without L (airbrake restrictions), or willing to obtain within six (6) months of hire preferred.

5. Previous experience in the operation of heavy equipment, power tools, volt-ohm meters, computers, printers, telephone, two-way radio, calculators, various engineering/construction instruments and tools, chain saws, and various other instruments and tools associated with this particular job discipline.
6. Previous experience with GIS/GPS mapping systems preferred.

### ***Education, Experience, and Formal Training***

1. Must have a high school diploma or equivalent.

### ***Work Environment***

Exposure to potential hazard from caustic chemicals and gases in water and wastewater treatment plants, exposure to high noise levels, dust, and extreme weather conditions. Position requires frequent standing, sitting, and heavy lifting. Exposure to a variety of weather conditions and temperatures, slippery/uneven surfaces. Job requires working alone and as a member of a team.

### ***Benefits & Pay***

- 1) This is a part-time position starting at \$15-\$19/hour
- 2) Free pass to Nederland Community Center gym
- 3) Free EcoPass (RTD bus pass)
- 4) Free access to Employee Assistance Program services
- 5) Occasionally some holiday pay offered (varies depending on scheduling – not guaranteed)

*All duties and descriptions listed in this job descriptions are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. This position description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the organization and requirements of the position change. It is the policy of the Town of Nederland not to discriminate on the basis of race, religion, creed, sex, age, national origin, or disability related to a bona fide occupational qualification.*