

City of Monett
POSITION DESCRIPTION

Monjob25

Job Title: Water Senior Operator
Department: Water Department
Salary Range: Payroll – Level 7
Immediate Supervisor: Water Foreman

ESSENTIAL FUNCTIONS

- I. Construction, and Installation Activities..... 7% of Time
 - A. Receives work orders and determines the equipment and supplies required to complete the job.
 - B. Commutes to site, completes the assigned job, assuring for completeness, safety, and the best PR for the City.
 - C. Maintains a log of meter numbers and other pertinent information and distributes the data to appropriate parties, assuring for accuracy.
 - D. Locates water and other utilities, installs new water tap, assuring for safety, accuracy and the best PR for the City.
 - E. Returns site to previous condition, assuring for quality and safety.
 - F. Receives notification of a leak, obtains work order, reports to the site with the necessary tools, supplies, and equipment.
 - G. Completes necessary repairs, assuring for safety, thoroughness, and timeliness.
 - H. Secures incomplete job sites prior to vacating the area assuring for public safety.
 - I. Completes jobs in all aspects, tests for appropriateness, makes necessary notifications assuring for accuracy and timeliness.
 - J. Responds to requests by immediate supervisor in an accurate, complete, and timely manner.
 - K. Takes 24 hour call out 7 days in rotation with a 15 minute response time.

- II. Water and Sewer Repair & Maintenance 30% of Time
 - A. Maintains an awareness of all equipment and supplies needed for daily operation.

- B. Notifies the SM&P locator organization as needed to determine the location of other utilities. Loads truck with needed supplies and equipment.
- C. Receives locator information, receives the plan for corrective action, implements the plan assuring for compliance with the plan specifications. Always follows safety procedures and uses appropriate safety equipment.
- D. Identifies clogged lines. Takes necessary steps to unclog lines assuring for safety, thoroughness, traffic control and the best PR for the City.

III. Re-Reading Activities 60% of Time

- A. Receives orders, commutes to site, and makes a diagnosis of situation assuring for completeness.
- B. Notifies the appropriate parties of potential leaks. Completes repairs properly, assuring for safety.
- C. Answers questions and addresses the public’s complaints and concerns assuring for courtesy and professionalism.

IV. Activities..... 3% of Time

- A. Collects water samples from distribution system and delivers to laboratory at wastewater plant for bacteriological analysis assuring for accuracy, best public relations, and public safety.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor; subject to reasonable accommodations.

WORK ENVIRONMENT

- ◆ Above average accessibility of all work sites required for the position.
- ◆ Extreme exposure to weather and temperature extremes.
- ◆ Average exposure to chemicals and fumes.
- ◆ Average exposure to heights.
- ◆ Above average exposure to work safety hazards.
- ◆ Average amount of overtime/extended work hours required.
- ◆ Above average exposure to dust.

- ◆ Above average exposure to loud noises.
- ◆ Above average exposure to darkness.
- ◆ Above average exposure to cramped spaces.

PHYSICAL EFFORT

- ◆ Normal physical mobility: movement from place to place on the job, considering distance and speed.
- ◆ Normal physical agility: ability to maneuver body while in place.
- ◆ Normal physical strength to handle routine office materials and tools.
- ◆ Above-Normal physical strength to handle 100 lb. objects, considering frequency.
- ◆ Normal dexterity of hands and fingers.
- ◆ Normal physical balance: ability to maintain balance and physical control.
- ◆ . Normal coordination, including eye/hand, hand/foot, etc.
- ◆ Above-Normal endurance.

KNOWLEDGE REQUIREMENTS

- ◆ Completed High school or equivalent.
- ◆ Valid Drivers license
- ◆ Completed or willingness to complete DS-3 License
- ◆ Access to personal transportation.
- ◆ Some experience with heavy machinery and/or construction. ^
- ◆ Completed CDL Class B

MENTAL EFFORT

- ◆ Normal concentration/intensity: prolonged mental effort with limited opportunity for breaks.
- ◆ Average memory, considering the amount and type of information.
- ◆ Normal complexity of decision making.
- ◆ Normal time pressure of decision making.
- ◆ Normal analytical thinking.
- ◆ Normal conceptual thinking.

COMMUNICATION

- ◆ Average verbal communication.
- ◆ Average written communication.

SENSORY ABILITIES

- ◆ Normal ability to see.
- ◆ Normal ability to distinguish colors.
- ◆ Normal ability to hear.
- ◆ Normal ability to smell.
- ◆ Normal sense of touch.