



Title: Utility System Operator I

FLSA Status: (Non-Exempt)

BRIEF DESCRIPTION:

The purpose of this position is to provide assistance with the installation, maintenance, and repair work of the water and wastewater systems. This is accomplished by servicing equipment related to water distribution/wastewater collection systems, wastewater facilities, and well-field treatment and delivery systems. Other duties may include completing related tasks as assigned. Shift work, weekends, holidays, standby duty, and call-back duty may be required.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	M	Installs, maintains and repairs equipment and machinery including wells, booster stations, reservoirs, chlorine systems, pumps, motors and valves in the Water Production Section, Water Distribution, and Wastewater systems.
2	H	Operates power tools, and heavy equipment including front-end loaders, backhoes, cranes, tractors and dump trucks. Performs installation and repair work including digging and backfilling trenches; installing and repairing pipelines, including cutting, tapping, threading, and making joint connections on copper, plastic, and other pipe material.
3	M	Performs installation, maintenance, inspection, and repair work on water distribution systems, including water mains, pipelines, service connections, meters, meter boxes, valves, and fire hydrants.
4	L	Conducts basic water quality and quantity tests, such as chlorine, pH, pressure and flow and adjusts chlorine feed rates as needed.
5	H	Maintains, installs and repairs work on wastewater collection systems including sewage lift stations, main lines, and manholes and on reclaim water mains, valves, and meters.
6	L	Monitors work related activities to meet all OSHA standards and requirements and writes safety procedures or guidelines.
7	L	Read maps, blue prints, piping diagrams and schematics.
8	S	Assist in developing and recommending maintenance standard operating procedures for routine maintenance activities for work orders, oversees proper preventative maintenance procedures and schedules maintenance; maintains records pertaining to maintenance schedules, including activities, labor and cost using computerized maintenance management system.



JOB REQUIREMENTS:

-Description of Minimum Job Requirements

Experience	1-2 years experience. Moderate previous experience required in the same or similar previous positions. The job requires a good working knowledge of common and uncommon techniques, methods, practices, procedures, use of forms, routines, etc., of a moderate to complex nature.
Education	High school graduation or equivalency.
Technical Skill	Skilled technical skills. Work requires predominately routine and some non-routine technical skills. Requiring practical knowledge of a technical field with use of judgment and decision-making abilities appropriate to the work environment to the organization.
Physical Demands	A main requirement of the job is physical labor. Forces exerted are equivalent to lifting more than 50 pounds. The need for physical stamina and endurance is extremely significant. The degree of physical strain produced on the job is high. It results in considerable fatigue and requires periods of rest. Work could require very fine dexterity and extreme muscular control, involving various body postures.
Contacts	Contacts are necessary to perform the job as work involves internal and external contacts for the purpose of explaining routine and non-routine business matters including how information was collected or processed or to correct a breakdown in the flow of information. Contacts are frequently with other departments. Work involves infrequent contact with people who are upset, uncooperative or have difficulty communicating their requirements and/or an infrequent requirement to communicate information that people do not want to hear or may find upsetting.
Responsibility	May show another employee how to perform a task or may have some lead authority over one or more people for a short period of time through the year. May train replacement and/or co-worker in own job functions.
Accountability	Decision/action situations have a limited impact on the organization. Errors are usually detected by the organization. Errors are usually detected by a systematic verification and review. Errors may result in some work flow disruption, repetition of work or have limited impact on resources within a department.
Environment	Exposure to physical hazards, health and safety risks, adverse or otherwise undesirable characteristics in the environment such as laboratory or warehouse, machinery vibration and noise, and hazardous chemicals. Personal risks require use of safety equipment or following precautions closely.
Safety	Responsibility for personal performance as a source of minor safety risk. Work involves intermittent but daily use of equipment, tools or materials or defusing of potentially volatile situations.
Reading	Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Math	Intermediate - Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Basic - Ability to write simple sentences containing subject, verb, and object, and/or series of numbers, names, and addresses. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Certification & Other Requirements	Valid Arizona Class "A" Commercial Drivers License with Tanker and HazMAT endorsement upon hire. (2) Grade I Arizona Department of Environmental Quality (ADEQ) Certifications in Water Distribution, Wastewater Collection, Water Treatment upon hire. National Association of Sewer Service Companies Certification within one year of hire.



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with “H”-				
Sedentary	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C Continuously 2/3 or more of the time.	F Frequently From 1/3 to 2/3 of the time.	O Occasionally Up to 1/3 of the time.	R Rarely Less than 1 hour per week.	N Never Never occurs.
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	F	Observing work site, observing work duties, communicating with co-workers
Sitting	O	Desk work, meetings, driving
Walking	F	To other departments/offices, around work site
Lifting	F	Supplies, files, motors, pumps
Carrying	F	Supplies, files
Pushing/Pulling	O	File drawers, tables and chairs
Reaching	O	For supplies, for files
Handling	O	Paperwork
Fine Dexterity	F	Computer keyboard, telephone keypad, calculator
Kneeling	O	Filing in lower drawers, retrieving items from lower shelves/ground
Crouching	O	Filing in lower drawers, retrieving items from lower shelves/ground
Crawling	R	Under equipment
Bending	O	Filing in lower drawers, retrieving items from lower shelves/ground
Twisting	C	From computer to telephone
Climbing	F	Stairs, step stools on to equipment
Balancing	F	On step stools on to equipment
Vision	F	Reading, computer screen, driving
Hearing	F	Communicating via telephone/radio, to co-workers/public
Talking	O	Communicating via telephone/radio, to co-workers/public
Foot Controls	F	Driving
Other (specified if applicable)		



MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Standard office equipment, Microsoft Office, Hansen, Office XP, PeopleSoft, radio, laptop, scanner, variety of hand tools, small power tools, truck/vehicles, variety of vehicle/construction operated equipment.

ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never		D Daily	W Several Times per Week	M Several Times per Month	S Seasonally	N Never	
-Health and Safety Factors-						-Environmental Factors-					
Mechanical Hazards					C	Respiratory Hazards					W
Chemical Hazards					C	Extreme Temperatures					S
Electrical Hazards					C	Noise and Vibration					D
Fire Hazards					O	Wetness/Humidity					W
Explosives					R	Physical Hazards					D
Communicable Diseases					O						
Physical Danger or Abuse					O						
Other:											

PROTECTIVE EQUIPMENT REQUIRED:

Safety footwear, safety glasses, hard hat, gloves, safety vest, uniform, and ear plugs.

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
-Description of Non-Physical Demands-			-Frequency-
Time Pressure			O
Emergency Situation			O
Frequent Change of Tasks			O
Irregular Work Schedule/Overtime			O
Performing Multiple Tasks Simultaneously			O
Working Closely with Others as Part of a Team			F
Tedious or Exacting Work			O
Noisy/Distracting Environment			O
Other			

PRIMARY WORK LOCATION:

Office Environment		Vehicle	
Warehouse		Outdoors	X
Shop		Other	
Recreation/Neighborhood Center			

