

**Village of Schoolcraft
Job Description
Water System Operator**

Supervised By: Department of Public Works Superintendent

Supervises: Water Department and Department Public Works employees as assigned

Position Summary:

Under the supervision of the Department of Public Supervisor the Water System Operator serves as a working foreman in maintaining the Village's water plant and distribution system. Plans and coordinates the daily operations and maintenance of the Village's water treatment plant including water production, compliance of standards, maintenance, and repairs. Responsible for sampling, and testing for compliance of state and federal regulations and to ensure overall water safety and quality. Supervises staff as assigned and performs related duties as required. Responsible for maintaining required documentation for mandated reporting.

Essential Duties and Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Inspects equipment and facilities on a daily basis. Maintains a comprehensive preventive maintenance program and assigns or performs ongoing maintenance and repair tasks.
2. Supervises and performs laboratory testing and analysis. Responsible for keeping the water system according to EGLE protocols. Confers with state officials regarding the water treatment plant.
3. Operates, troubleshoots, and repairs various mechanical and electrical systems related to water system operations, including: motors, pumps, control valves, chemical applicators, scales, chemical tanks, water service lines and water mains.
4. Gathers data related to daily operations and prepares regular internal and state reports. Ensures that all required compliance reporting is consistently and accurately reported. Prepares reports for internal use as required.
5. Determines needs and develops specifications for supplies, and equipment. Oversees the purchase of materials, supplies, parts and equipment.
6. Makes physical inspections of work projects and completed projects, including use of materials, equipment, and personnel to ensure completeness and cost effectiveness.
7. Collects water samples, performs laboratory analysis and participates in plant operations and maintenance on a daily basis.

8. Responds to public inquiries and complaints, and assists the public as needed. Provides information to the public related to all areas of responsibility.
9. Works with Department of Public Works Supervisor to implement a Water Accountability Program, Asset Management Program, Well Head Protection Program, assists in a Residential Cross-Connection Control Program, and generates an annual Consumer Confidence Report that is distributed to all service connections within the water distribution area.
10. Work with various agencies such as, Kalamazoo County Local Emergency Planning Committee, Kalamazoo County Health Department, local fire departments, local water departments, engineering firms, and local businesses, to establish emergency response plans, contingency plans, and chemical inventory reporting.
11. Assists in developing the annual budget for the water system, capital improvement plan, five-year reliability study, ISO ratings, and acquiring annual service contracts.
12. Manages water plant alarm call-out program and personally responds to alarms as needed.
13. Keeps abreast of changes in technology, regulatory developments, new administrative techniques and current issues through continued education and professional growth. Attends workshops if deemed appropriate and beneficial.
14. May provide relief coverage for other supervisory personnel as assigned.
15. Performs related work as required.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

1. D-3 Limited Treatment and S-3 Distribution Water License from the State of Michigan is desirable, or have the ability to acquire within 2 years.

NOTE: S-3 and D-3 Certification Requirements

- High School diploma or GED.
- One year training in the distribution system.

2. Knowledge of the chemical and physical processes involved in the treatment and distribution of municipal drinking water.
3. Knowledge of the equipment, materials, chemicals and other supplies used in water treatment and distribution.
4. Skill in compiling and maintaining operating and laboratory data and reports.
5. Experience and skill in laboratory procedures.
6. Skill in implementing policies and procedures to properly and efficiently treat and distribute water within regulatory guidelines.
7. Skill in planning and implementing preventive maintenance programs, and inspecting and maintaining mechanical equipment, pumps, and related facilities.

8. Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, vendors, contractors, other public utility professionals, administrators, regulators and the public.
9. Skill in the use of office equipment and technology, including computer skills and software specific to the department; and the ability to master new technologies.
10. Ability to effectively communicate ideas and concepts orally and in writing.
11. Ability to respond to operational problems and emergencies on a 24-hour basis.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works both in an office and in the field. While in the office, the employee is regularly required to communicate in person and by telephone, read regular and small print, view and produce written and electronic documents and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile both in an office setting and in the field with the ability to stand, sit, stoop and kneel, use hands to finger, handle, or feel and reach with hands and arms. The employee must lift or push/pull objects of up to 50 lbs. without assistance. Accommodation will be made, if needed, for employees required to lift or move objects that exceed this weight.

While performing the duties of this job, the employee regularly works in an office setting and in the field. The employee is frequently exposed to moving mechanical parts; outside weather conditions; risk of electrical shock; vibration; fumes or airborne particles; and toxic or caustic chemicals. The noise level in the work environment is usually moderate, and can be very loud.