

City of Heyburn

Job Description

Title:	Water / Class 1	Code:	W/WW 201
Division:	Water / Waste Water	Effective Date:	1/1/2018
Department:	Water / Irrigation	Last Revised:	12/13/2017

GENERAL PURPOSE

Performs a variety of **working level, Para-professional and technical duties** as needed to assure compliance with county, state and/or City of Heyburn codes and ordinances. Performs inspections as well as maintenance of city water delivery systems to residential, commercial and industrial buildings.

SUPERVISION RECEIVED

Works under the general supervision of the Water Department Manager.

SUPERVISION EXERCISED

May provide some general supervision to Department employees while in training or on a project-by-project basis under the supervision and the direction of the Water Department Manager.

ESSENTIAL FUNCTIONS

Maintains files on water standards tests, researches into problems; suggests solutions.

Helps to maintain the city's water delivery systems ensuring that project improvements are planned for and implemented, repairs are performed as to city & state standards and are implemented in a timely manner.

Must pass drug testing requirements.

Must have experience with heavy equipment including backhoe experience. Comfortable working at heights including bucket truck. Performs related or other duties as assigned including but not limited to: Walks or drives truck over established route and takes readings of meter dials. Inspects meters and connections for defects, damage, and unauthorized connections. Indicates irregularities on forms for necessary action by servicing department. Verifies readings to locate abnormal consumption and records reasons for fluctuations. Turns service off for nonpayment of charges in vacant premises, or on for new occupants. Returns route book and/or hand-held meter reading devices to business office for billing purposes.

Ability to be ON CALL - On Call is defined as such off-duty time when the employee is required to either carry a "cell phone" or stay near a phone and/or remain within the City and/or can respond for "return to work duties" within a 15-minute period of time.

MINIMUM QUALIFICATIONS

1. **Education and Experience:**
 - a. High School Diploma
 - b. Hold a valid Water Distribution OIT license "or higher" with the ability to convert to Water Distribution Class 1 license within 6 months of date of hire. And be able to upgrade to a Class 2 water distribution license when eligible.

2. **Knowledge, Skills and Abilities:**

A general working knowledge of municipal drinking water distribution systems and municipal irrigation delivery systems. Common construction methods and materials.

Familiarity with basic computer programs including Office, Word, Excel, and the internet.

Considerable Skill in the art of diplomacy and cooperative problem solving.

Ability to develop and maintain effective working relationships with elected officials, federal agencies, state agencies, local governments, subordinates, and the public. Ability to work as a team member, work under stressful situations and make critical decisions.

3. **Special Qualifications:**

Must possess a valid Idaho Driver's license.

Must hold a current State of Idaho Water Distribution OIT (Operator in training) license or above, can convert OIT to Water Distribution Class 1 license within 6 months of date of hire.

Current CDL Driver's license with air breaks endorsement. (or ability to obtain one within 30 days of date of hire).

4. **Work Environment:**

Tasks require a variety of physical activities. Physical activity and demands are frequently related to walking, standing, stooping, climbing, lifting, sitting, and reaching. Ability to lift 50 lbs. on a regular basis with added ability to lift 100 lbs. at times. Willing to work in all types of weather conditions day or night if needed. Talking, hearing and seeing or other effective communication is essential to job performance. Mental application utilizes memory for details, emotional stability and discriminating thinking common to most job functions. Frequent travel required in course of performing portions of job functions.



Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. City of Heyburn and/or the acting Dept. Head reserve the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)