

Fox Island Mutual Water Assoc.

PO Box 35

Fox Island, WA 98333

Phone: 253-549-2671

e-mail: fimwa@aol.com

JOB TITLE: Water System Operator

PAY: \$52,000 - \$78,000

SUPERVISOR: FIMWA Manager

CLOSING: Open until filled

TO APPLY: Send resume to:

fimwa@aol.com

SUMMARY: Under general supervision, performs various functions in support of Fox Island Mutual Water Associations distribution system. Work independently with limited supervision, Performs a variety of tasks in the construction and maintenance of water facilities, and equipment.

ESSENTIAL FUNCTIONS: *This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:*

- Conduct excellent public relations with our users, FIMWA members are the owners of the water system.
- Monitor Daily operation of water distribution system – Treatment facilities, pumps, motors etc.
 - Read & record gauges, dials and other instrumentation
 - Maintain & update accurate logs of wells & water distribution system
- Checks alarms, reservoir water levels, pump operation, meter readings, soundings & other info.
- Operate, monitor & maintain chlorine pumps to ensure proper dosage & replenish as needed.
- Maintain all water distribution facilities, easements & grounds maintenance not limited to:
 - Meters, valves, hydrants, pump houses, well houses, reservoirs and surrounding area.
- Oversee & inspect contractors work to ensure quality and safety
- Assist in marking of water lines for locates that are called in for construction work in FIMWA's service area.
- Perform customer service activities, turn water service on and off at the customer's residence; respond to customer complaints and respond accordingly
- Perform water meter/DCVA maintenance, repair; replace or install water meters/DCVA's
- Perform maintenance of water meter boxes; replace, clean, install, and repair water meter boxes and lids.
- Perform annual fire hydrant maintenance & valve inspection program.
- Operate fire hydrants to flush the water system and check pressure.
- Operate/Maintain & Perform inspections on assigned equipment not limited to.
 - Trucks, Trailers, compressors, backhoe, power & Hand Tools
- Perform installations, maintenance, and repair of water service lines, water mains, pumps, and valves.

- Serve as an on-call responder. (after hours, weekends & Holidays)
- Perform manual labor for extended periods of time.
- Interpret drawings, maps, and plans.
- Maintain FIMWA's inventory
- Answer Telephone & other reception duties.
- Work with customer service software
 - Complete payments, adjustments & answer customer questions
- Work with AutoCad – update and interpret as needed.
- Maintain water system files such as customer accounts & correspondences
- Perform other duties as required or assigned.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent.
- Valid WA state driver's license. – must have a driving record acceptable to FIMWA's insurance
- One year of water maintenance experience.
- Be able to respond to after-hours incidents within 30 minutes.
- Possess OIT (operator in training) Certification within 2 months.
- Possess WDM1 within 12 months

Knowledge of:

- Water distribution operations, facilities, equipment, and materials.
- District boundaries, including meter, water line, hydrant and valve locations.
- Operation and maintenance of Water Meters, DCVA's & equipment
- Working knowledge of PC-based software including Word processing, spreadsheets, data bases and Windows.

Skill in:

- Effective, professional and positive interaction with difficult individuals.
- Defining problem; establishing facts and drawing valid conclusions.
- Managing situations requiring diplomacy, fairness, firmness and sound judgment.
- Inspecting and diagnosing water service and fire hydrant problems.
- Reading, drawing, updating and interpreting various maps, plans, drawings and logs.
- Operating power-driven equipment and ability to back up a trailer.
- Use of hand and power tools.
- Establishing and maintaining cooperative working relationships with supervisors, employees and the general public.
- Communicating effectively, in both verbal and written form.
- Water main, water service, fire hydrant & valve maintenance, repair and replacement.
- Work independently

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in both indoor & outdoor work environment. May be required to climb ladders and work in trenches from 10 feet in depth to 110 feet above ground. May be exposed to extreme weather conditions, and dangerous machinery. Physical demands consist of sitting, standing, walking, stooping, kneeling, crouching, and crawling. Use hands and fingers to handle or feel objects, tools, or controls; and lifting and carrying moderately heavy boxes up to 100 pounds. Incumbent wears personal protection as well as protective footwear. Incumbent must be able to see and hear in the normal range, with or without correction. Incumbent must be able to communicate both verbally and in written form with great facility and must be able to be understood. Incumbent must have the stamina to work long hours and overtime. If assigned, must be willing to work irregular schedule, which means weekends, holidays, evenings, and/or varying shifts. Plan and manage projects from design through completion. Work directly with Water System Manager to facilitate scheduling and implementation. Incumbent will be required to help develop and train future personnel.