

CITY OF VERSAILLES
POSITION DESCRIPTION

Class Title: Senior Equipment Operator/Distribution Operator

Department: Public Works / Water Distribution

Supervisor: Public Works Supervisor

Supervises: Equipment Operator/Distribution Operator

Class Characteristics: Under general direction, serves as senior equipment operator; supervises and assists with the maintenance, repair and cleanliness of the water distribution system, including lines, meters, valves, etc; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Operates equipment (backhoe, trencher, dump truck, etc.) to construct, install, maintain, repair and/or clean water lines, meters, lift stations, booster stations, storage tanks, fire hydrants, water taps, etc.
2. Supervises assigned personnel while assisting with performing all duties when not operating equipment.
3. Supervises and assists with the installation of new services and maintenance of existing services, including checking lines, replacing meters, etc.; insures proper paperwork is completed following completion of work.
4. Investigates water line breakage and other failures; determines action necessary for repair, supervises and assists with repairs.
5. Locates meters at new construction sites.
6. Locates water and wastewater lines, valves, etc.
7. Checks systems for leaks; insures that all leaks are repaired.
8. Operates and uses other equipment and tools, including vehicles, air compressor, trencher, tapping and boring machines, hand tools, etc.
9. Detects malfunctions in equipment; performs minor repairs and recommends major repairs to superiors.
10. Performs maintenance on lift stations.
11. Insures compliance with safety standards.
12. Assists with assuring adequate inventory of supplies and spare parts; recommends requisition of materials for repair and maintenance of systems as needed.
13. Prepares and maintains reports/records.
14. Responds to emergency situations involving water distribution systems.
15. Assists other departments/divisions as requested, often performing tasks unrelated to job assignment.

Non-essential: None.

DESIRABLE QUALIFICATIONS

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Training and Experience: Graduation from high school or equivalent supplemented by sufficient work experience to have obtained Class III Water Distribution License issued by the Commonwealth of Kentucky. (See also Certification Requirements.)

Special Knowledge, Skills and Abilities:

Knowledge:

1. Thorough knowledge of the equipment, materials, methods and techniques used in the construction, maintenance and repair of the water and wastewater lines, taps, meters, etc.
2. Thorough knowledge of the operating characteristics and servicing requirements of departmental vehicles and equipment.
3. Knowledge of work hazards and applicable safety precautions associated with vehicles, equipment, tools, supplies and procedures.
4. Knowledge of the geography of the service area.

Abilities:

1. Ability to assist with the formulation and direction of an effective and efficient construction, maintenance and repair program while assisting with the performance of duties.
2. Ability to coordinate and direct the work of subordinates while assisting with the duties.
3. Ability to operate departmental vehicles and equipment safely and efficiently.
4. Ability to detect mechanical deficiencies in equipment and make minor repairs and adjustments.
5. Ability to maintain safety standards and practices.
6. Ability to establish and maintain effective working relationships with officers, employees and the general public.
7. Ability to communicate effectively, orally and in writing.
8. Possess mechanical aptitude, manual dexterity and good physical condition.

ADDITIONAL REQUIREMENTS

Instructions: Very general; must use own judgment much of the time.

Processes: Must occasionally consider different courses of action, or deviate from standard procedures, to get the job done.

Review of Work: Completed work is occasionally spot checked.

Analytical Requirements: Assignments require decisions based on wide knowledge of many factors where application of advanced or technical concepts is required.

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Physical Demands of the Job: Work is performed predominantly outdoors regardless of weather conditions, requiring standing and walking, climbing stairs and ladders, entering tight spaces, negotiating hilly terrain; lifting objects weighing more than twenty-five pounds is a major requirement of the job; working around equipment with sharp and moving parts is a requirement of the job.

Tools and/or Equipment Used: Vehicles, back hoe, air compressor, trencher, tapping machine and boring machine, and hand tools.

Contacts: Public and internal contacts requiring tact and diplomacy are requirements of the job.

Confidential Information: Limited use of confidential information.

Mental Effort: Moderate.

Interruptions: Frequent.

Special Licensing Requirements: Must possess and maintain a valid Class B commercial driver's license issued by the Commonwealth of Kentucky.

Certification Requirements: Must possess Class III Distribution License issued by the Commonwealth of Kentucky, and must maintain license as a condition of continued employment in the class.

Additional Requirements: Must be able to respond to calls at all hours.

Overtime Provision: Non-exempt.