



## LAKE CHARTER TOWNSHIP WATER SYSTEM



### Job Description

## WATER/SEWER SYSTEM DISTRIBUTION OPERATOR

Lake Charter Township Water System

Lake Charter Township Water System is accepting applications for a Water/Sewer System Distribution Operator. Hourly Wage scale: S-4 minimum licensed \$27.60-\$31.64, non-licensed \$26.37 (must acquire a minimum S-4 license within 18 months)

### **GENERAL STATEMENT OF RESPONSIBILITIES**

Under close supervision, this position operates and maintains the water distribution system during the assigned shift Monday – Friday, 6:30 AM – 3:00 PM. This position will require on-call emergency availability and reports to the Assistant Water Treatment Plant Superintendent.

### **ESSENTIAL JOB FUNCTIONS**

Assists with operating and maintaining the water and sewer distribution systems, including operating a backhoe and front loader, locating underground utilities, installing new water taps, repairing water main breaks, valve turning, hydrant operation, meter installations and repairs, collecting water samples, operating existing GIS system, manhole maintenance, and basic plumbing. This position requires the potential for distribution operators to work during emergencies. Emergency availability may include any time of the day, including weekends, nights, and holidays.

### **PERFORMANCE STANDARD**

Employees at all levels are expected to work together effectively to meet the community's and the organization's needs through work behaviors that demonstrate the Township's values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

### **REQUIRED KNOWLEDGE**

- Water/Sewer Utility and Distribution Management – Knowledge of the organization and operations of the principles, practices, and methods used to treat and distribute potable water in a public water supply system.
- Water/Sewer Regulation – Knowledge of EPA, OSHA, EGLE, DOT and state laws and regulations. Knowledge of the processes and treatment techniques involved in drinking water.
- Safety – Knowledge of occupational hazards, safety precautions, and safety regulations related to equipment operation and other work-related precautions.

### **REQUIRED SKILLS**

- Judgment and Decision Making – Evaluate the best research method and then exercise appropriate judgment in establishing priorities and resolving complex matters. Choosing the most appropriate one is considering the relative costs and benefits of the potential actions.
- Interpersonal Relationships – Develops and maintains cooperative and professional relationships with employees, managers, and representatives from other departments,
- Technology – Ability to utilize personal computer applications, including database administration, word processing, spreadsheets, and related software.

## **REQUIRED ABILITIES**

- **Communication** – Ability to communicate complex ideas and proposals effectively so others will understand. Excellent listening ability and understanding of information and ideas presented through spoken word or writing.
- **Time Management** – Plans and organizes daily work routine, estimates expected completion time of work elements, and establishes a personal schedule accordingly. Must implement work activities following priorities and estimated schedules.
- **Mathematics** – Ability to perform arithmetic, algebraic, and statistical applications to perform velocity, PPM, and pressure distribution calculations.

## **EDUCATION AND EXPERIENCE**

- Requires a High School diploma or GED
- Michigan EGLE S-4 or higher license is required. We may consider a non-licensed applicant, provided the applicant has experience operating a backhoe / mini excavator.

## **ADDITIONAL REQUIREMENTS**

- Applicant must have an acceptable general background check, including a local and state criminal history check and a valid driver's license with an acceptable driving record.
- This position requires satisfactory results from a pre-employment medical evaluation to include substance abuse testing, audio and color vision exam, and is subject to alcohol and controlled substance testing.

## **PHYSICAL REQUIREMENTS**

- Tasks require exerting moderate, though not constant, physical effort.
- Tasks require some combination of climbing and balancing, including climbing ladders, stooping, kneeling, crouching, and crawling.
- Some lifting includes overhead lifting, carrying, pushing, and/or pulling of objects and materials of moderate weight (50-75 pounds).
- It may occasionally involve heavier objects and materials (up to 100 pounds).
- Some confined space entry may be necessary. Confined spaces may include tanks, vaults, basements, crawl spaces, and excavation areas.

## **SENSORY REQUIREMENT**

- Some tasks require the ability to perceive and discern colors or shades of color, sounds, odor, depth, and visual cues or signals.
- Some tasks require the ability to communicate orally.

## **ENVIRONMENTAL EXPOSURES**

- Performance of essential functions may require exposure to adverse environmental conditions, such as dust, pollen, odors, temperature, weather and noise extremes, hazardous materials, heights, confined spaces, machinery, vibrations, high voltage electric currents, traffic hazards, toxic agents, and water hazards.

## **APPLICATION PROCESS**

Click on the employment tab under the forms and reports tab at [www.lakechartershipwater.org](http://www.lakechartershipwater.org) to download the job application. The job will be posted at Indeed.com, mitalent.org, mi-water.org, mi-wea.org. You may also Email a completed application, cover letter, and resume to: [jburkhardtwater@lake-township.org](mailto:jburkhardtwater@lake-township.org).