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# HIGHLANDS MUTUAL WATER COMPANY

## JOB DESCRIPTION

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<b>OPERATOR I</b>
DEPARTMENT: WATER TREATMENT / DISTRIBUTION
STATUS: NON-EXEMPT
SALARY RANGE: \$22.00 - \$27.00

This position is an "at will" position, meaning employment may be terminated with or without cause and with or without notice at any time by the employee or employer. This position is classified as a Non- Exempt Employee and reports directly to and receives general supervision from the Lead Operator.

**Definition:** This position is classified as a full-time non-exempt employee.

**Example of Duties:** Duties include but are not limited to work independently or as a member of a crew to operate, repair, construct, replace and maintain water treatment and distribution systems, including water tanks; assists with daily service orders, monthly meter reading, re-reads and meter installs and change outs; maintain system equipment, operate control valves, operate and perform light maintenance on a range of equipment including; vehicles, tractor, backhoe, perform preventative maintenance on pumps, valves, hydrants, and other water treatment and distribution equipment, assist in cleanup of work sites; ensure proper disposal of hazardous materials; keeps detailed logs and records of work performed; respond to public inquiries, complaints, and/or requests; provide information within areas of assignment and resolve complaints in an efficient and timely manner; respond to after-hour emergencies and participate in on-call rotation, and all other tasks as assigned.

### **Minimum Requirements:**

**Education:** High School Graduate or equivalent. Courses in water treatment and distribution as required for Grade II certification(s).

**Certificates/ Licenses:** Must have a valid Class C California Driver's License along with a satisfactory driving record to maintain insurability. A minimum of Distribution Grade II and Water Treatment Grade II certification(s) must be obtained within the first 18 months of employment. Must maintain valid licenses for the duration of employment.

**Experience:** Water industry and/or Construction experience desired.

**Knowledge of:** Water industry standards, general construction practices and safe working practices.

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**Ability To:** Perform a variety of skilled maintenance, repair, treatment, distribution and operations work of water treatment and distribution systems and climb tanks and ladders in excess of 50 feet. Make the most efficient use of time and achieve the highest quality workmanship. Ability to follow oral and written direction. Ability to maintain good working relationships with fellow employees and maintain good public relations. Ability to maintain a clean and professional appearance for themselves, staff and the Company facilities they are responsible for.

**Physical Requirements:** Requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, climbing and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination. Additionally, the position requires the use of close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus or have corrective lenses to compensate for vision impairments. Acute hearing is required as one needs diagnose frequency differences in pumps and motors or have a means to accommodate for such variances. While performing the duties of this job, the employee is regularly required to use their sense of smell to detect the onset of odors such as chlorine, hydrogen sulfide, etc. Participation in water system maintenance activities may require walking on uneven ground, working around machinery, fumes, dirt and gas and sometimes during inclement weather. All work shall be performed within the parameters stipulated by California Department of Health and Safety Regulations as well the Company's Safety, Illness and Injury Prevention Plan programs. Work may include considerable physical exertion, including heavy lifting upwards of 50 pounds. The employee may be called upon to report for work for nonscheduled emergency situations.

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Employee Signature

Date

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Employer Signature

Date