



Town of Paonia Job Descriptions

Job Title:	Public Works – Utility Operator	New: <input checked="" type="checkbox"/> Rev.: <input type="checkbox"/>
Reports to (Title):	Public Works Supervisor	
Department/Division:	Water Utility and Wastewater Utility	Expected Starting Wage is: \$59,987.20/Annually, Dependent upon Qualifications
	<i>One Total Position</i>	FLSA: Full-Time, Non-Exempt, Non-Bargaining

GENERAL SUMMARY:

Under the direction of the Public Works Supervisor, instruction and training may be provided by higher level Operators. A Utility Operator will assist with operation and maintenance of the water treatment plants, distribution system, raw water system, maintain and repair water mains, service lines, valves, pumps, and water related appurtenances. This is the beginner-level class in the Utility Operator series and is expected to perform a wider range of work in the water treatment plants and the distribution system with occasional instruction or assistance. The Utility Operator is also expected to assist with the operation and maintenance of the wastewater treatment plant, collections system, maintain and repair wastewater mains, and wastewater related appurtenances.

Since the Town has a small number of staff, it is expected that the successful candidate will assist other divisions within Public Works as needed.

Work will require contact with the public, and it is expected that the successful candidate will demonstrate a positive attitude and serve as a representative of the Town of Paonia. All employees of the Town of Paonia are expected to exercise independent judgment with minimum supervision. Work is reviewed through individual development plans, goal setting and reviews with the position’s direct supervisor.

REPORTING AND ORGANIZATIONAL RELATIONSHIP

This position reports to the Public Works Supervisor or the Public Works Director. Although the home division is within the Utilities Division, the position is expected to assist in every division of the Public Works Department as may be required and may be designated as the Town’s official Representative to contractors, engineers, and other vendors as they relate to the Public Works Department, depending on the successful candidate’s qualifications.



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DUTIES AND RESPONSIBILITIES:

The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The Town of Paonia retains the right to modify, change the duties or essential functions of the job, and reclassify responsibilities at any time.

- Serve as a representative of the Town of Paonia, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
- Assists with the operation of the water treatment plants, and the wastewater treatment plant under the direction of the Public Works Supervisor and higher-level Operators to ensure the production of high-quality potable water, and acceptable effluent from the wastewater plant.
- Conducts water treatment plant startup and shutdown procedures.
- Follow CDPHE regulations concerning treatment and distribution of drinking water and collections and treatment of wastewater.
- Installs, repairs, and maintains water mains, valves, pressure reducing valves, pumps, surge suppressors, fire hydrants, and related equipment to the operation of the water treatment plants and distribution system.
- Monitors and evaluates plant readings via SCADA system. Compiles readings and test plants and distribution system.
- Identifies and informs supervisor and co-workers of present and potential problems and hazards and works with department staff to resolve issues swiftly and within CDPHE and OSHA requirements.
- Collects water samples from the drinking water plants and separately from the wastewater plant and performs analysis in accordance with regulations using a variety of lab equipment. Evaluates and makes necessary chemical adjustments to the water plant under the direction of the Public Works Supervisor or higher-level Operators. Collects daily, weekly, monthly, and annual water samples for state and federal monitoring requirements.
- Determines appropriate plant pumping rates in relation to water consumption.
- Performs a variety of tasks related to water treatment plant and wastewater treatment plant operation, installation, and maintenance, including, but not limited to, chemical feed equipment process control equipment, pump and motor maintenance, equipment installation and maintenance, calibration of lab and process equipment, and general building and equipment maintenance. Knowledge of electrical systems and general plumbing systems is preferred but not required.



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- Monitors, maintains, and repairs raw water collection systems, including wells, intake structures, screens, and infiltration gallery components.
- Follows Town and department safety procedures, including, but not limited to, confined space entry, trenching and shoring safety practices, safety procedures for water operators, traffic and workplace safety procedures, lock-out tag-out program, respiratory protection program, and chlorine safety program.
- Monitors surveillance equipment utilized for facility security and process monitoring.
- Prepares reports, work orders, property damage reports, monthly water quality operation reports, weekly operational reports, flow totals, completes water quality sampling compliance reports for submittal to the Public Works Supervisor and/or CDPHE.
- Completes utility locates and coordinates work with contractors.
- Performs janitorial, grounds keeping, and maintenance of all water treatment, raw water, distribution system components, and collections system components.
- Work a varying schedule and/or shift including weekends, holidays, and on-call when required.
- May be required to work overtime.
- Serves on-call as assigned.
- Responds and investigates customer questions and complaints regarding perceptions of water quality. Resolves problems or refers them to proper personnel.
- Read and repairs water meters.
- Inspects new water service and water main installations.
- Assists with observing and inspecting water division projects and wastewater division projects in accordance with the Town of Paonia standards and specifications.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Skill and ability to keyboard efficiently and accurately while using a computer.
- Knowledge of water treatment and purification principles, procedures, and methods.
- Knowledge of the methods, materials, and tools used in the operation of water facilities and distribution systems.



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- Knowledge of State and Federal Drinking Water Regulations.
- Knowledge of Plant Control Systems and instrumentation.
- Knowledge of sampling and laboratory procedures.
- Knowledge of trench safety, traffic control, and confined space entry.
- Skill in accurately performing complex mathematical computations, such as proportions, percentages, dosage calculations, hydraulic calculations, area, circumference, and volume.
- Skill in maintaining detailed and accurate records.
- Skill in defining problems, collecting data, establishing facts, drawing valid conclusions, making accurate and timely decisions, and reacting accordingly.
- Skill in changing approach or methods based upon circumstances unique to a particular situation in order to achieve desired results.
- Skill in using standard office equipment, computer equipment and software including word processing, spreadsheet applications, and electronic mail.
- Skill in communicating effectively verbally and in writing.
- Skill in the safe and lawful operation of a motor vehicle.
- Ability to learn, interpret, understand, and comply with ordinances, standards, laws and State, Federal Drinking Water Regulations, and Federal Wastewater Regulations.
- Ability to apply concepts of basic algebra and geometry.
- Ability to read and interpret complex maps.
- Ability to organize tasks in order to avoid duplicating effort, and confusing or misplacing materials; set priorities and schedule activities; and handle multiple tasks without sacrificing deadlines, quality, or quantity of work.
- Ability to present a professional, courteous, competent image that will reflect well on the department and the Town.
- Ability to understand and carry out oral and written instructions.
- Ability to adapt to multiple demands or changing priorities and accommodate emergencies.



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- Ability to establish and maintain effective working relationships with City employees, other agencies, and the general public.
- Ability to follow a chain of command.
- Ability to work independently in the absence of supervision but communicate effectively with co-workers and supervisors.
- Ability to be on call in accordance with department policies.
- Knowledge of GIS Systems and spatial mapping using GPS technology.

EDUCATION AND EXPERIENCE:

Required Minimum Qualifications:

- High school diploma or GED; supplemented by a minimum of two years' experience or training involving utility operations; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills, and abilities for this job.
- Must pass a background investigation.
- Must be able to obtain and maintain all required certifications within an appropriate timeframe as may be required by the Public Works Director.
- Must possess and maintain a valid Colorado driver's license.

Preferred Qualifications:

- Colorado Class "D" or Higher Water Treatment Facility Operators Certification.
- Colorado Class "1" or Higher Water Distribution System Operators Certification.
- Colorado Class "D" or Higher Wastewater Treatment Facility Operators Certification.
- Colorado Class "1" or Higher Wastewater Collection System Operators Certification.

WORK ENVIRONMENT:

Physical Ability: Work is performed in an office, plant, or field environment with regular exposure to chemicals, noise, working near moving mechanical parts, fumes, or airborne particles, working in all weather conditions, and risk of electrical shock and explosive gases. The employee is occasionally exposed to wet, humid conditions, extreme cold, extreme heat, vibration, and work in precarious places, such as vaults. This position requires strenuous physical work. The employee is regularly required to sit, stand, walk, talk, hear (listen), see



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(observe), use hands and fingers, reach with hands and arms, and climb, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to fifty (50) pounds. Specific vision abilities required by this position include close, distance, color, and peripheral vision, as well as depth perception, and the ability to adjust focus.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, snow, fumes, temperature and nose extremes, bright/dim light, machinery, traffic hazards, toxic agents, disease, pathogenic substances, violence, animal attacks, or animal bites. The position requires both working alone and as a member of a team.

DISCLAIMER: The above information in this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and qualifications required of employees assigned to this job.

HOW TO APPLY:

Submit a cover letter, resume, and completed Paonia Employment Application. It is acceptable to write, "See Resume" in the Education, Employment Experience, Special Skills and Qualifications, and References sections, of the Employment Application, as long as all requested information is readily available in the resume. It is important that the Applicant's statement is signed either with a 'wet' signature or a digital signature prior to submission. Completed application packages may be dropped off in person to the Town Hall (214 Grand Ave. Paonia, CO 81428) or by emailing Paonia@TownofPaonia.com, with a subject line: [Position Application], [Name].

For Office Use Only

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