

# ALL SEASONS WATER USERS DISTRICT

## Water Operator/Maintenance Responsibilities

The individual in this position will do work activities association with the operation, maintenance, and repair of the All Seasons Water Users District rural water pipeline. ASWUD is a political subdivision led by a 9 member Board of Directors.

This main office for this position is in Bottineau. Individual will be required to travel throughout the 7 counties included in the system.

### **General Duties:**

1. Operate and maintain water distribution system (including servicing of pumps, motors, valves, etc.) for proper operation.
2. Clean out and maintain system reservoirs as scheduled. Backwash 3 treatment plants.
3. Assist as necessary to maintain electrical system and telemetry system.
4. Maintain all buildings and sites throughout the system. System includes: 3 treatment plants, 7 reservoirs, 4 well houses, 4 master meter stations, 1 above ground storage tank, and office/shop. Such duties shall include mowing, snow removal, cleaning, painting, piping, pump replacement and other associated tasks.
5. Operate and maintain Willow City water and sewer systems.
6. Build and maintain fencing as required for pump stations, reservoir sites etc.
7. Provide office with meter reading spot checks as deemed necessary and meter readings annually.
8. Perform rural water hookups for rural customers and install new water lines.
9. Repair leaks and cleanup site.
10. Service calls for customers.
11. Take water samples and deliver to health department for mandated testing.
12. Locate pipelines when necessary for contractors and landowners.
13. Obtain and provide assistance to co-workers.
14. Promote positive relationships with co-workers, customers, and landowners.
15. Must be available for and willing to work after hours and weekends on call.
16. Maintain required records in applicable written or computer format.
17. Must become familiar with troubleshooting typical problems found in water distribution systems.
18. Must become familiar with safety guidelines and utilize same in workplace.
19. Must be willing to attend training courses.
20. Must become certified to operate system.
21. Perform other activities as might be required or requested.

### **Knowledge, Skills, and Abilities:**

1. Ability to maintain effective working relationships with a diversified group of people under trying and stressful conditions.
2. Ability to communicate courteously and professionally to reflect a positive image of ASWUD to its customers and the public.
3. Ability to access and interact through in-house and remote locations with computer control systems.
4. Ability to work independently and efficiently.
5. Ability to adjust work schedule to necessary duties.
6. Ability to handle confidential matters.
7. Ability to analyze, interpret, and recommend sound solutions to problems of routine nature.

### **Typical Physical/Environmental Demands:**

1. Requires extended periods driving a vehicle. Occasionally must lift up to 75 pounds.
2. Requires finger dexterity, hearing, vision, and the ability to do close work.
3. On a daily basis, requires the ability to read, write, compile, and analyze data and reports.
4. On a daily basis, requires the ability to work courteously and firmly with others.
5. Must enter confined space areas such as manholes, vaults, and reservoirs.
6. Must climb towers and reservoirs as necessary.

### **Supervision:**

The Operator is under the immediate supervision of the manager. The Operator is responsible for carrying out day-to-day duties independently and only consults supervisor on unusually complex problems or precedent setting actions.

### **Education and Experience:**

1. High school diploma or equivalent.
2. Must have a water distribution and water treatment certification as a Grade 02 operator.
3. Electrical and/or electronic experience beneficial, but not mandatory.