



TOWN OF DANVILLE LABORER/WATER OPERATOR JOB DESCRIPTION

UPDATED DECEMBER 2019

JOB TITLE:	Laborer/Water Operator
DEPARTMENT:	Water Department
LOCATION:	Danville, IN
REPORTS TO:	Water Superintendent & Assistant Superintendent
SALARY:	\$17.30-\$23.17/hour
TYPE OF POSITION:	Full Time
HOURS:	40 hours per week (Emergency Calls Possible)
OVERTIME:	As necessary

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

DUTIES AND RESPONSIBILITIES

Works to assist with all aspects of the department to ensure safe drinking water, water production, treatment, storage, and distribution.

Assist with, as required, ensuring compliance to meet or exceed EPA, Safe Drinking Water Act, and other rules and regulations of water quantity and quality requirements, minimum water capacity requirements, minimum acceptable water operating practices, water storage, and treatment principles.

Assist with implementing and enforcing backflow program, as well as responding to requests and inquiries related to installation and testing of backflow preventers.

Assist with, as required, water meter reading activities.

Assist, as needed, public education on managing the use of surface water and ground water resources.

Assist with, as required, the testing and analyzing daily water quality samples.

Assist with, as required, the residential water connects and disconnects.

Participate, as required, in public outreach efforts including plant tours for school groups, civic groups, government agencies, scout groups, and others as requested.

Ability to operate large trucks and heavy equipment.

Assist with, as required, the general maintenance of all Water Department buildings.

Assist with researching, developing, and implementing, and/or reviewing, interpreting, and recommending changes to specifications, standards, policies, procedures, codes, regulations, and ordinances that relate to department goals, objectives, policies and procedures.

Participate in local and state initiative, task forces, events, and related professional committees.

Thorough knowledge of and ability to make practical application of department and OSHA safety policies and procedures, and ability to ensure proper operation and maintenance of department vehicles, equipment, and tools.

Assist with, preparing and maintain inventory, records and reports.

Ability to coordinate and effectively communicate orally and in writing with Superintendents, co-workers, Town Manager, Assistant Town Manager, Town Council, other Town Departments, contractors, vendors, and public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Assist with responding to inquiries and complaints regarding water and related areas, and initiates action to resolve valid complaints/requests.

Attend all meetings and trainings as required.

Maintain strict confidentiality regarding Town issues.

Serve on 24-hour on-call for emergencies including calling in personnel after work hours and monitoring activity related with utility related emergencies, citizen notifications of utility failures, and spill incidents.

Operate a motor vehicle to assist in carrying out the business of the Department and the Town.

All other duties as assigned by the Superintendent.

This position will be subject to the rules, policies, and operating procedures established by the Town Council and the Town of Danville, as they may be amended from time to time.

QUALIFICATIONS

A minimum of a high school diploma or GED equivalent.

Prefer to have specialized training in Water Quality methods or related field, may substitute 2 years of experience for Training.

Must have and maintain a verifiable Indiana Driver's License, a demonstrated safe driving record, and must remain insurable through the Town's liability insurance carrier.

Maintain a verifiable Indiana Class B Commercial Driver's license.

Must have basic knowledge of standard English grammar, spelling, punctuation, and ability to understand information from various sources to communicate effectively both orally and in writing.

Ability to utilize computer technology such as calculators, Word, Excel and PowerPoint.

Must be able to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Must have a safe work record with good ethics and dependable attendance record.

Experience in operating equipment to include pumps, motors, water tanks, chemical feed equipment.

Must be able to understand basic concepts in performing lab testing.

Experience in SCADA systems a plus.

Must have the ability to obtain DSL Water Distribution Operator Certificate and a WT3 Water Treatment Plant Operations Certificate and a DSL Water Distribution Operator Certificate.

WORK ENVIRONMENT

While performing the duties of this job, the employee is regularly required to stand; walk; talk or hear; use hands to finger, handle or feel objects, tools, or controls; climb or balance; stoop, kneel, crouch or crawl; reach with hands and arms. The employee is frequently required to sit. Must be able to frequently lift and/or move up to 25-50 pounds and occasionally lift and/or move, with assistance, more than 80 pounds with the use of personal safety equipment. May be exposed to diverse weather conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EMPLOYEE ACKNOWLEDGEMENT

I have read and understand this job description and its relationship to the position I occupy. This job description is not an employment contract, nor is it intended to describe all duties someone in this position may be required to perform.

Signature

Date

Printed Name