



CITY OF ELOY, AZ JOB DESCRIPTION

TITLE:	Utility Operator	5601
EFFECTIVE:	January 10, 2012	FLSA: Non-Exempt

Summary: Under general supervision, performs a variety of routine and skilled work in the operation of a Water and Wastewater (W/W) treatment plant and related infrastructure systems, according to job specifications and technical codes.

Essential Job Functions: *The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only to provide a summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Monitors, operates, maintains, and repairs water production, pumping, treatment, storage, transmission, and distribution systems and facilities.
- Monitors and records data from various instrumentation and equipment to ensure proper biological and chemical treatment and flow rates of the City's water and wastewater (W/W) systems.
- Monitors W/W facilities and equipment; checks and adjusts valves, meters, gauges, and other related equipment; maintains proper chlorine residuals and monitors turbidity.
- Inspects, maintains, and repairs machinery, controls, and equipment.
- Inspects, maintains, cleans, repairs, and replaces water valves, lines, and connections; performs plumbing and mechanical maintenance tasks, and minor sewer and drainage repairs.
- Records readings of gauges, meters, and charts; services, cleans and repairs W/W components.
- Collects and analyzes W/W samples, including water quality, chemical and solids levels.
- Maintains daily logs and records for regulatory compliance; maintains records and logs of services performed and general system information.
- Executes blue stake requests for utility location markings.
- Reports maintenance needs and deficiencies to supervisor.
- Assures that safety rules and regulations are followed; utilizes proper safety precautions in all work performed; reports safety hazards, equipment problems and emergency situations.
- Performs other duties as assigned or required.

Knowledge and Skills:

- Knowledge of City policies and procedures.
 - Knowledge of the principles and processes of W/W treatment, and Arizona Department of Environmental Quality water safety standards.
 - Knowledge of servicing requirements of W/W plant machinery and equipment.
 - Knowledge of Federal, EPA and state W/W regulations and codes.
 - Knowledge of the functions and servicing requirements of W/W plant machinery and equipment, including SCADA systems.
 - Knowledge of hand tools and testing equipment utilized in W/W repair and maintenance.
 - Knowledge of occupational hazards and safety precautions.
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- Skill in performing a variety of W/W treatment plant operation activities.
 - Skill in reading and interpreting gauges and recording devices.
 - Skill in reading technical documents and schematics.
 - Skill in performing and interpreting basic laboratory tests.
 - Skill in operating and maintaining tools and equipment in a safe and effective manner.
 - Skill in the use of power and hand tools.
 - Skill in following verbal and written instructions.

Minimum Qualifications:

High School diploma or GED equivalent; AND one (1) year of W/W maintenance and repair work experience; OR an equivalent combination of education and experience.

Water Operator's certification from the Arizona Department of Environmental Quality is required within one year of hire date; additional specific technical training or certifications may be required; shall have or obtain (within 6 months of hire) a valid State of Arizona Class B Commercial driver's license.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needed.

