

HEIGHTS WATER

Job Description

TITLE: WATER SYSTEM OPERATOR/METER READER – PART-TIME

REPORTS TO: OPERATIONS SUPERVISOR

SUMMARY DESCRIPTION:

Works with Operations Supervisor to help plan, organize, and administer field operations of the company to ensure compliance with State requirements and company goals and policies in order to provide high quality, cost effective, and dependable water service.

MAJOR TASKS:

- Read individual customer meters.
- Perform routine system maintenance to ensure efficient operations.
- Assist with water sampling and monitoring.
- Assist in the repair of system equipment as directed by the Operations Supervisor.
- Participate in 24-hour emergency telephone duty and emergency response.
- Work with Operations Supervisor to achieve company goals, as well as make recommendations for operations.
- Implement policies, procedures, and standards for the efficient operations and maintenance of water distribution facilities and functions.
- Assist the public with information concerning requirements for water supply and service.
- Assist in preparing and reviewing reports and records relating to water quality and quantity issues.

MINIMUM REQUIREMENTS:

- Valid Washington State Driver's License with a good driving record.
- Ability to communicate effectively with the public, using tact and discretion.
- Must have reliable transportation to be able to quickly reach the pump station in an emergency.
- Ability to perform continuous labor; including lifting, working in tight places, and working in all weather conditions.

NECESSARY SPECIAL REQUIREMENTS:

- Ability and willingness to earn certification as a Water Distribution Manager II.
- Willing to attend job related workshops and classes, keeping up with required CEUs.