

**CITY OF DIXON  
POSITION DESCRIPTION**

<b>POSITION/TITLE:</b>	Operator	<b>DEPARTMENT:</b>	Public Works
<b>UNION:</b>	IBEW	<b>DIVISION:</b>	Water
<b>FLSA CLASS:</b>	Non-Exempt	<b>REVISED DATE:</b>	July 2021

**JOB SUMMARY:**

The water operator performs all tasks associated with the maintenance of the water treatment and distribution systems and works under the supervision of the Water Manager and General Foreman.

**SUPERVISION:**

This position has no supervisory responsibilities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Duties and responsibilities for the Operator position include:

- Maintaining distribution system: mains, hydrants, valves, booster stations, filter plants, wells, and towers
- Monitor and fill chemicals as needed
- General maintenance around the Water Plant and other properties
- On-call time required
- Required to work after hours in emergency situations
- Flush the hydrant system
- Work with and assist other City Departments and community entities as needed: snow plowing, brush pickup, concrete work, and projects of community interest.
- Locate and mark for JULIE requests
- Read and change meters
- Investigate high and low meter readings
- Shut off water to delinquent customers
- Respond to customer complaints courteously and professionally
- Other duties as assigned
- Operate equipment such as dump trucks, backhoes, skid steers, and other miscellaneous equipment.

**MINIMUM QUALIFICATIONS:**

High School Diploma

A current Class B CDL with Air Brakes (or the ability to obtain within 60 days of hire date)

Ability to meet specific deadlines. Ability to be flexible and to manage and prioritize tasks.

Availability for after-hours work.

## **PREFERRED KNOWLEDGE AND SKILLS:**

Knowledge of water distribution system maintenance and modern water treatment techniques.

Knowledge of construction tools, equipment, and techniques.

Knowledge of snow removal techniques.

Knowledge of modern SCADA systems.

General mechanical knowledge.

Class B Illinois Water Operator License.

Ability to maintain records and prepare reports from such records.

Ability to be flexible and to manage and prioritize tasks.

Ability to understand and follow oral and written instructions.

Ability to deal tactfully and effectively with city employees and the general public and to convey concise and accurate explanations of policies, procedures, and requirements.

Ability to interact well with other employees in both office and exterior environments.

Ability to work as a member of a team and to show courtesy, consideration and respect for others.

## **PHYSICAL DEMANDS:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job during a full duty day or shift. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, employee is required to sit, talk, and hear.

Employee is required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

Employee is required to use cognitive ability to reason, analyze, and verbalize thoughts and ideas.

Employee must lift and/or move up to 50 pounds, climb ladders and work in confined spaces. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Employee must be available and present for work as scheduled.

Employee must perform all functions of the job safely and efficiently at all times in compliance with all safety regulations and policies for the safety and welfare of the employee, co-workers, and the public.

**WORK ENVIRONMENT:**

The work environment characteristics described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Regular work hours may include hours outside of the first shift including nights and weekends. On-call time is to be expected and after-hours work will be required including: nights, weekends, and holidays on an occasional basis.

90% of the work environment includes field work in all weather and conditions.

10% of the work environment is a typical office environment that requires ability to use and operate a personal computer and peripherals, telephone, photocopy machine, and calculator.

There is possible exposure to blood borne pathogens.

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