



respect - Communication - Integrity - Teamwork - family

## WATER DISTRIBUTION OPERATOR-IN-TRAINING

---

**DEPARTMENT/ DIVISION:** Public Works/Water

**GRADE:** NG

**GROUP:** AFSCME

**FLSA STATUS:** Non Exempt

**EFFECTED DATE:** February 10, 2016

---

### **SUMMARY**

An employee in this position works and trains under the supervision of the Water Division Supervisor, Water Division Manager and/or a State of Oregon Certified Water Distribution Operator. Performs a variety of tasks in the construction, repair and operational maintenance functions of the water utility.

### **EXAMPLES OF DUTIES**

Duties may include but are not limited to the following:

Trains/learns all phases of operations and maintenance as pertains to the public water system. Trains/learns to operate and maintain a variety of water utility related tools, machinery and excavating equipment for the purpose of maintaining and operating water pumping, storage and distribution facilities. Trains/learns to complete leak repairs, service installation and other tasks related to the water and geothermal system. Enters confined spaces, provides traffic control, as needed, and is responsible to wear/use PPE. Keeps all equipment, vehicles and hand tools clean and in safe working order.

### **SUPERVISORY RESPONSIBILITIES**

This is a non-supervisory position.

### **QUALIFICATION REQUIREMENTS**

**EDUCATION and/or EXPERIENCE:** High school diploma or general education degree (GED).

**LICENSES/CERTIFICATION:** Must possess and maintain a valid Oregon Driver's License. Must obtain an Oregon CLASS A Commercial Driver's License within six (6) months of hire. Must pass the Water Distribution Operator Grade I Examination within one year of employment. Must obtain State of Oregon Traffic Control and Confined Space Entry/Attendant certifications within 90 days of hire date.

**PRE-EMPLOYMENT:** Job offers for this position are contingent on the individual passing a pre-employment drug screen.

### **KNOWLEDGE, SKILLS and ABILITIES**

The requirements listed below are representative of the knowledge, skill and/or ability required.

Demonstrate the initiative to learn the basic knowledge, skills and abilities pertaining to the operations and maintenance of water pumping, storage and distribution systems.

Possess the educational desire for continuous learning, training and the ability to study to obtain and maintain a Water Distribution Operator Certification.

Prefer an individual with basic computer skills and knowledge in current systems used by the Water Division including Microsoft Outlook, Excel, Word and other software programs related to water asset management.

This employee must demonstrate the ability to identify and resolve problems; effectively communicate to both team members and members of the community; and be attentive to detail.

Demonstrate a mechanical aptitude; read and interpret documents in the English language, such as safety rules, operating and maintenance instructions, and procedures manuals; write in English; add, subtract, multiply, and divide using whole numbers, decimals, and fractions; conversion of gallons to cubic feet or other metrics of this type; apply commonsense understanding to carry out instructions as directed.

Requires an Individual that works well in a team setting and preferably with strong leadership skills.

Desire an individual that is career oriented and looking for future growth in the maintenance and operation of the water and geothermal system.

### **PHYSICAL DEMANDS**

The physical demands described here 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 qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee frequently is required to climb or balance. The employee is occasionally required to sit.

The employee must regularly lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and fumes or airborne particles. The employee is occasionally exposed to extreme heat and vibration.

An employee in this position must withstand exposure to variable weather conditions.

The noise level in the work environment is usually loud

---

The City of Klamath Falls is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Klamath Falls will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

