



## Grand Traverse County, MI Job Description

### SEWER & WATER OPERATOR II

#### GENERAL SUMMARY

Primary function of the job is to operate, repair, and maintain water distribution systems, pump stations, and sewer collection systems. Employees work as part of a team and are responsible for ensuring that the team meets its objectives.

Employees must meet the minimum requirements, conditions of employment, and be able to successfully perform all essential duties and responsibilities with or without reasonable accommodations.

Overtime may be required to complete the task within a specific time frame or in an emergency.

#### PRIMARY DUTIES AND RESPONSIBILITIES (may include but are not limited to the following)

- Locates and marks existing underground water and sewer pipelines, service leads, valves, and manholes.
- Installs, services, repairs, and tests water meters.
- Operates, installs, repairs, and maintains water services, which includes activating service; repairing valve boxes; tapping water mains; checking water stations; inspecting the work of contractors; monitoring chlorine residuals; collecting bacteria samples; preparing lead sheets; checking sewer stations; inspecting sewer lines, grease traps, and manholes; repairing manholes; and, performing other related activities.
- Repairs hydrants, water mains, and water service lines.
- Inspects cross connections in homes and businesses to identify potable water lines incorrectly plumbed to mitigate the possibility of pollutants entering the water distribution system.
- Cleans sewer wet wells, repairs broken sewer lines, and jets and vectors plugged sewer lines.
- Inspects and cleans sewers and wet wells.
- Operates portable generators, gate valves and other applicable equipment.
- Oversees the work of contractors involved in excavating near public water and sewer utilities.
- Maintains records, logs, and related items associated with daily activities, such as as-built drawings and work orders.
- Monitors and maintains appropriate levels of supplies and materials in support of unit operations and activities.
- Provides comprehensive customer service, including delivery of accurate, prompt, and courteous assistance on complex policies, guidelines, and standard practices to internal and external customers, both verbally and in writing.

**EDUCATION, FORMAL TRAINING, AND EXPERIENCE** (minimum requirements)

- High School Diploma or G.E.D., and completion of an approved certified technical training program
- Two to four years of experience in sewer and water system operation and maintenance
- Directly related education and training may substitute for experience if there is demonstrated knowledge, ability, and skills to perform the work

**CERTIFICATIONS, LICENSES**

- Possess and maintain a valid Michigan Operators License with CDL, Class B, including a tank truck and air brake endorsement and must maintain eligibility to drive as per the County's Vehicle policy and the Michigan Department of Transportation regulations.
- D-3 Limited Treatment License issued by the State of Michigan
- S-3 Distribution License issued by the State of Michigan

**CONDITIONS OF EMPLOYMENT** (minimum requirements - legal or contractual pre-employment obligations and/or requirements, such as drug testing, background check, etc.)

A background check may be required initially and periodically for an individual hired, transferred, reclassified, promoted, or currently working in this job. Appointment to or continued employment in this job is contingent upon a satisfactory background check which may include but is not limited to confirmation of a persons' identity; review of criminal conviction records; verification of educational degree, license, or certificate required for the position; review of Department of Motor Vehicles records; Department of Justice fingerprint scan; and/or drug and alcohol testing as required and allowable by law. A satisfactory background check is defined as the absence of a criminal history record which bears a demonstrable relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of the position.

May be required to serve in an "on-call" capacity

**DISTINGUISHING CHARACTERISTICS**

Work involves evaluating the relevance and importance of theories, concepts, and principles to develop different approaches or tactical plans to fit specific circumstances where guidelines may not exist but are flexible and open to considerable interpretation. Independent judgment, personal discretion, and resourcefulness are needed to interpret and apply guidelines. Errors at this level could cause serious, long-term consequences involving substantial financial costs, significantly reduced service to the public, and/or negative media reaction and could impact others outside of a department and may require the intervention of an agency head to resolve.

Compared to the Lead Sewer & Water Operator classification, work is less complex, varied, and independent requiring less experience.



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### PHYSICAL DEMANDS, WORK ENVIRONMENT, AND OTHER REQUIREMENTS

- May be required to climb or balance; reach with hands and arms; sit; stand; stoop, kneel, or crouch; talk and hear; smell; use hands to finger, handle, or feel.
- Position frequently works in an outdoor environment with exposure to weather-related heat and cold, rain, wind, and related elements.
- May be exposed to working in close quarters, high and precarious places, moving mechanical parts, risk of electrical shock, vibration, fumes or airborne particles, infectious diseases.
- May occasionally be required to lift/move over 100 pounds.
- Will be required to use appropriate personal protective equipment according to current safety standards and practices.
- May be required to purchase appropriate footwear to be in compliance with current safety standards.

### KNOWLEDGE, SKILLS, ABILITIES, COMPETENCIES (minimum requirements)

- Proficiency in English grammar, spelling, punctuation, and simple mathematical functions such as addition, subtraction, multiplication, division, percentages, ratios, etc.
- Knowledge of the proper industrial safety practices with special regard to gaseous manholes working below grade or in confined places, high voltage areas and/or areas involving heat, offensive odors and dampness, including the practical application of first aid techniques
- Knowledge of practices and procedures governing the construction and maintenance of sanitary sewers, sewage pump stations, water pumping facilities, water mains, and related facilities
- Skill in performing on-site inspections
- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships with customers, co-workers, and representatives of other agencies
- Must be able to work under adverse conditions, such as small spaces, deep underground or climbing water towers, and in human sewage
- Ability to read and interpret plans, diagrams, drawings, prints, schematics, etc.
- Ability to work under pressure during an emergency
- Ability to work independently
- Ability to think analytically and apply sound judgment, solve problems, make effective decisions, and act with integrity
- Ability to use sound judgment to detect unusual, harmful, or emergency situations and act accordingly
- Ability to comprehend, process and apply both verbal and written skills appropriate to the job
- Ability to consistently demonstrate sound ethics and judgment
- Ability to maintain the confidentiality of information and professional boundaries
- Ability to use County resources effectively and efficiently