



PO Box 19656
Happy Jack, AZ 86024-0656

Vacancy Announcement & Job Description: Field Operations Technician
Blue Ridge Domestic Water Improvement District

Post Date: August 2, 2021 First Review Date: _____

Job Type: Full-time

Reports To: BRDWID General Operations Manager

Schedule: Monday- Friday, 8:00 AM-4:30 PM. Hours will vary frequently based on operational needs.

Pay Rate: Non-exempt position. Compensation and benefits based on experience and qualifications.

POSITION SUMMARY

Responsible for the day-to-day operations of operating the water systems to efficiently provide and maintain safe, clean, and affordable drinking water to the communities BRDWID serves. Performs technical duties associated with the inspection, testing, sampling, and monitoring of the water system to ensure compliance with safe drinking water standards. Responds to customer requests for service, repairs, or issues with the water system.

DUTIES AND RESPONSIBILITIES

This list represents the typical types of duties required by the person. Other duties may be assigned as reasonably expected.

- Responds to customer requests for service, repairs, or issues with the water system.
- Properly collects water samples, send samples to lab for analysis, and review lab results to ensure water systems operate within the regulatory requirements.
- Collects meter readings monthly and reports data for billing.
- Performs meter servicing, repairs, and replacements as well as basic water system utility work related to the water systems.
- Responsible for turning the water service on or off as needed or directed by the General Operations Manager.
- Performs and/or oversees installation, maintenance, repair work and inspection on water systems and related facilities, including water mains, pump stations, storage tanks, service connections, meters, meter boxes, valves, hydrant meters, backflow assemblies, and fire hydrants. Properly flushes and cleans valves and lines on new or repaired lines.
- Maintains written maintenance and repair work records, daily work logs, site sketches, and flow records. Maintains an inventory of location markings for future reference. Documents and photographs utility markings/stakes and related damage to utilities.



- Performs or coordinates routine maintenance and servicing of tools/equipment and vehicles to ensure good working condition. Reports all equipment issues to direct supervisor in a timely manner.
- Ensure backup generators are ready through routine maintenance, exercise cycles, annual inspections by outside services, and fueling as needed.
- Safely and efficiently operates heavy equipment either owned or rented that may include front-end loader, backhoe, skid steer loader and/or other heavy equipment.
- Participates in safety and training programs.
- Performs all other related duties, as assigned.
- Ensures that all sensitive District and customer information is kept secure and confidential.

QUALIFICATIONS

To perform this position successfully, an individual must be able to perform each essential duty in a satisfactory manner. Must have Grade 2 ADEQ Water Distribution System Operator certification at time of hire. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION AND/OR EXPERIENCE

High School diploma or GED plus at least five (5) years of experience in water system operation with a minimum of two (2) years as a certified water system operator Grade 2 or higher.

Applicants with an equivalent combination of education, training and experience that would likely provide the knowledge, skills, and abilities to successfully perform in this position are encouraged to apply.

KNOWLEDGE, SKILLS AND ABILITIES PREFERRED

Considerable knowledge of:

- Function, operations, and maintenance of water distribution systems and related equipment including pumps, valves, tanks, and meters.
- Current State and local regulatory requirements for Grade 2 or higher water systems.
- Water sampling techniques.
- Laboratory testing protocols and interpretation of results.
- Budgeting procedures, financial analysis, and accounting procedures.

Working knowledge of:

- Principles and practices for positive supervision, vendor/outside services management, and project management.
- Interpretation of readings from metering devices.
- Computerized billing and financial reporting procedures.
- Reading plans and specifications.

Skills in:



- Contract negotiation
- Project management
- Laboratory procedures and proper collection procedures for samples

Ability to:

- Communicate effectively both verbally and in writing.
- Respond to emergencies on a 24-hour basis
- Manage material and resources
- Use independent judgment and initiative with a minimum of supervision
- Work safely and support the culture of workplace safety
- Review and interpret regulatory and financial reports
- Effectively handle lifting various objects weighing up to 60 lbs.
- Work outdoors in varying weather conditions
- Establish and maintain effective working relationships with employees, vendors/suppliers, contractors, customers, other agencies, and the communities the water system serves.
- Follow written and verbal instructions.
- Operate a vehicle observing safe driving practices.
- Operate standard office equipment, personal computers, Internet and Microsoft Office software products.
- Safely operate heavy equipment including front-end loader, backhoe, skid steer loader and/or other heavy equipment.
- Observe proper safety precautions.

CERTIFICATES, LICENSES AND REGISTRATIONS

- Valid Arizona Driver's License and clean driving record required.
- Grade 2 (or higher) Water Distribution Operator certified by ADEQ required.

PHYSICAL DEMANDS

While performing the duties of this position, the employee is regularly required to use hands and fingers to handle or feel objects, tools or controls. The employee is frequently required to talk, hear and to sit and reach with hands and arms. The employee is occasionally required to stand, walk, climb or balance and stoop, kneel, crouch or crawl. The employee is frequently required to lift or move objects up to sixty (60) pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

Work is performed in a variety of settings, including office and field environments. Office settings have moderate indoor temperatures. The noise level in the office environment is usually quiet to moderate. Field environments can be moderately loud and can vary significantly in temperature.

The water district facilities are smoke free.

Pre-Employment and random drug testing apply.



EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration for employment without regard to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information, or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.

TO APPLY

Interested applicants should respond by mail to: Attention: BRDWID Board Chairman at the PO Box address listed at the top of this announcement. Alternatively, applicants may submit their resume, application material and/or support documents to Sue Davis, Board Secretary and Clerk at sue.davis@brdwid.org. Please include a letter of interest, and compensation requirements.