



## **RGWD Water Operations Specialist Job Description**

This organization believes that each employee makes a significant contribution to our success. That contribution should not be limited by the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications and job scope, but not limit the employee nor the organization to just the work identified. It is our expectation that each employee will offer their services wherever and whenever necessary to ensure the success of our endeavors.

Title: **RGWD Water Operations Specialist** Exempt/Non-Exempt: **Non-Exempt**  
Reports to: **Water District Manager** Effective Date: **May 13, 2019**

### **GENERAL POSITION SUMMARY**

The primary function of this position is to follow adopted Rivergrove Water District (RGWD) policies, rules and procedures in coordination with RGWD employees. This position will assist the Water District Manager in the performance of their duties, manage and inspect construction projects within the district, share on-call responsibilities with the Senior Operator, perform direct customer service, and other administrative duties.

### **REPORTS TO**

Works under the general supervision and performs additional tasks as assigned by the Water District Manager. Is expected to carry assignments through to completion and function independently as well as coordinate work with fellow district employees and contractors working on the water system.

### **ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES**

It is not the intent of this description to list every task involved in this position, there will be some duties that are not listed, but are still required to be performed. Essential and other important responsibilities may include, but are not limited to, the following:

#### ***DAILY AND AS NEEDED***

- Interpret and apply RGWD's and Oregon Health Authority policies, laws, rules, and regulations.
- Prepare advertisements for hiring engineering consultants and contractors, manage contracts for consultants and contractors working for the RGWD, and provide construction inspection to determine contract compliance.
- Review for approval water system plans of developers, inspect construction, and approve final connection to the RGWD.
- Prepare and administer RGWD contracts for services and supplies, including the contract for construction services.



- In the absence of the Senior Operator, determine chemical application and system flow characteristics by use of manual and computer applications., complete the required water quality sampling.
- Act as a designated District Operation purchase agent with vendors to order and purchase operational materials, parts, and supplies. Coordinate orders for materials and services with the Senior Operator.
- In the absence of the Senior Operator schedule the district contractor to repair main leaks, replace or install fire hydrants.
- Promote effective customer and staff relations by pleasant and courteous manner.
- Establish and maintain professional and acceptable behavior and communication with customers, fellow employees, the Board of Commissioners, Engineers, Attorneys, Auditors, Contractors, and the public.
- Work with the Senior Operator retrofitting and installing District AMR meter/backflow units on customer services.
- Train with the Senior Operator to be able to operate and collect meter reads from District Installed AMR meters for billing purposes.
- Coordinate work duties with fellow District employees, Commissioners, Engineers, Attorney, Auditor, Contractors, and Customers.
- Develop and follow safe work habits, practices, and policies by following OSHA rules and contribute to the safety of self, co-workers and the general public.
- Notify the Water District Manager of equipment loss, malfunction or repairs necessary upon discovery.
- Participate in District and/or Safety Committee meetings as requested by the Water District Manager.

**MONTHLY**

- Coordinate with Senior Operator to equally share the "on-call duty" for the coming month.
- At the request of the Water District Manager:
  - Draft Resolutions and presentations needed for Commission meetings.
  - Attend Commission meetings and take meeting minutes.
  - Produce and distribute meeting record for Commission meetings.
  - Substitute for the Water District Manager at Commission meetings.

**YEARLY**

- Prepare draft operations budget and financial plan for review by the Water District Manager.
- Work with the Senior Operator inspecting fire hydrants and exercising valves.



### **SECONDARY FUNCTIONS**

- Coordinate and assist work and other duties as assigned by the Water District Manager, with fellow RGWD employees, Commissioners, Engineers, Attorney, Auditor, Contractors, and Customers.
- Attend work related functions and continuing education seminars of professional organizations with the prior approval of the Water District Manager.
- Attend RGWD meetings or workshops when requested by the Water District Manager.

### **SUPERVISORY RESPONSIBILITY**

This position has no direct supervisory responsibility.

### **QUALIFICATIONS FOR EMPLOYMENT**

#### **Knowledge of:**

- RGWD policies, rules, and regulations, American Water Works Association (AWWA) Standard Methods, procedures and techniques of laboratory analysis and collections.
- Technical information from the State of Oregon Safe Drinking Water regulations and AWWA Standards necessary to review for approval RGWD consultant prepared plans & specifications and developer proposals for water system additions, manage and inspect water system construction by RGWD and developer contractors, and to perform operational duties when on call.
- New developments and changing legislation related to water system regulation, finance, and construction standards
- Pertinent Federal, State and local laws, codes, and OSHA safety regulations and safe work practices.
- Operational characteristics of distribution systems.
- Correct English usage, spelling, grammar, punctuation, and principles of letter and report writing and modern filing and index methods.

#### **Ability to:**

- Conduct Commission and other public meetings pertinent to operation of the water system.
- Travel outside the local area, overnight, to obtain training and represent the RGWD at industry meetings, seminars, and conferences.
- Read and interpret water system construction plans.
- Analyze and interpret the results of a variety of laboratory tests of water.
- Operate and calibrate test equipment and measurement systems.
- Maintain accurate records and prepare appropriate reports.
- Perform work in accordance with appropriate OSHA safety practices and regulations.
- Compose correspondence on their own initiative and communicate clearly and concisely, both orally and in writing.



- Maintain professional and acceptable behavior which establishes effective working relationships among fellow employees, the Board of Commissioners, Contractors, and the public.
- Deal with the public tactfully and courteously sometimes under stressful situations with angry or hostile customers.
- Answer questions and apply district policies and procedures in person or over the phone with district customers and the public.
- Work independently, set priorities and carry out assignments with minimal supervision, and work as a team member cooperatively.
- Operate computer systems as necessary to enter, record data, and generate reports.
- Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.
- Use computer software packages such as Word, Excel, PowerPoint, Publisher, Access, and the district billing software, effectively and accurately.
- Be able to sit or stand in one position for prolonged periods, operate, audibly hear, and converse properly on District telephones, lift 50 pounds, and read information on a video display terminal.

#### **Licenses or Certificates**

Possession of:

- Valid driver's license with an acceptable driving record.
- Water Distribution I and Treatment Class I Certifications
- Must obtain Water Distribution II certification within 14 months.

#### **Preferred Training and Experience**

- Associate's degree in Engineering or Water Technology and 5 years water system experience
- *OR*, any equivalent combination of education, training, and experience that would likely provide the knowledge, skills and abilities to successfully perform the essential functions of the position.
- Water system construction and inspection experience preferred,
- Experience working in a municipality or Government agency preferred.

### **WORKING CONDITIONS**

#### **Environmental Conditions**

The work includes time in a field environment with exposure to inclement weather conditions. The balance of work is in an office environment.

At times will work with chemicals such as Sodium Hypochlorite solutions.



Adopted 5-2019

### Physical Conditions

Essential and secondary functions may require:

- Being able to walk, sit or stand in one position, for prolonged periods of time.
- Maintaining a physical condition necessary for light to moderate lifting approximately 50 pounds.
- Operating a motorized vehicle.
- Having the ability to manipulate and finger small items/tools and use a computer keyboard.
- Having the ability to operate, audibly hear, and converse properly on District telephones.
- Reading information on a video display terminal.
- Ability to hear, speak sufficient loud to be easily heard, and conduct water system business in public meetings.

*Christine Roth*

Rivergrove Water District Chair

May 13<sup>th</sup>, 2019

Date Adopted and Approved

