

# City and Borough Sitka, Alaska

## Class Specification

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| <b>Class Title</b>         | <b>Chief Water Facilities Operator</b> |
| <b>Class Code Number</b>   | <b>5120</b>                            |
| <b>FLSA Designation</b>    | <b>Non-Exempt</b>                      |
| <b>Pay Grade and Range</b> | <b>ASEA bargaining Unit</b>            |
| <b>Effective Date</b>      | <b>September 2011</b>                  |

### General Statement of Duties

Operates and maintains the water distribution system within the City and Borough; performs related work as required.

### Distinguishing Features of the Class

The principal function of an employee in this class is to keep the water distribution system in working order and provide back-up support for Senior Water Facilities Operator as needed. The work is performed under the direct supervision of the Environmental Superintendent but extensive leeway is granted for the exercise of independent judgment and initiative. Direct supervision may be exercised over the work of wastewater and water personnel on a project specific basis. An employee in this class performs the duties of other employees in the Public Works Department as required or as assigned by supervisory personnel. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other Department and City employees, business organizations, outside contractors and the public. The principal duties of this class are performed in water treatment and related facilities an outdoor work environment with related hazards and in water treatment and related facilities.

### Examples of Essential Work (Illustrative Only)

- Oversees, operates and maintains the water distribution system within the City and Borough;
- Troubleshoots and resolves water distribution problems, including receiving and investigating complaints from customers regarding water quality issues and maintaining and repairing distribution systems;
- Trains and provides technical advice to crewman in water distribution and wastewater collection repair, maintenance and related procedures;
- Oversees all safety aspects of the water distribution system, and takes actions to promote and secure a safe working environment;
- Locates and documents unrecorded system components;
- Updates water distribution base maps and as-built plans;
- Collects and transports water samples for lab tests;
- Maintains and rebuilds distribution valves as needed;
- Provides technical advice to outside contractors in construction, repair and maintenance activities;

- Provides information to and coordinates distribution activities with the City Engineer as needed;
- Performs inspections, maintenance and repairs on all City and Borough owned fire hydrants and maintains documentation on all related activities;
- Reviews and provides technical advice on proposed project plans;
- Inspects construction and repairs by outside contractors to ensure an adherence to project specifications and collaborates with the Engineering Department as needed;
- Performs the duties of a Water Treatment Operator as necessary;
- Develops, implements and evaluates the water system flushing program;
- Develops, implements and documents the valve exercising program;
- Performs water distribution and wastewater collection system installations and repairs;
- Maintains inventory of water distribution parts and equipment;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other related duties as assigned.

#### **Required Knowledge, Skills and Abilities**

- Thorough knowledge of the current principles and practices involved in water and wastewater distribution and collection systems;
- Thorough knowledge of safety regulations, protocols, principles, practices and procedures for water distribution, trenching, work site safety control and pressure systems;
- Thorough knowledge of the operation of tools used in water distribution, construction and maintenance including backhoes, loaders, trench shoring, valves and hydrants;
- Thorough knowledge of the operation of tools and machinery used in water distribution construction, maintenance and repair activities;
- Good knowledge of construction and building trades including plumbing construction and maintenance;
- Ability to remain on call;
- Ability to train and supervise the work of others;
- Ability to read and interpret blueprints and construction specifications;
- Ability to communicate well with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

**Acceptable Experience and Training**

- Graduation from high school or possession of a GED, preferably supplemented by additional training in water distribution training; and
- Considerable experience in water distribution construction, repair and maintenance; or
- Any equivalent combination of experience, education and training which provides the knowledge and abilities necessary to perform the work.

**Required Special Qualifications**

- Possession of, or ability to obtain within 6 months, a commercial driver’s license issued by the State of Alaska;
- Ability to obtain Alaska State Certification Water Distribution Operator level I within one (1) year of employment;
- Ability to obtain Alaska Wastewater Collection and Water Treatment Operator level OIT within two (2) years of employment.

**Essential Physical Abilities**

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision, with or without reasonable accommodation, which permits the employee to operate hand and power tools and heavy equipment;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate computer equipment, hand and power tools, and heavy equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to climb, enter and exit confined spaces, manipulate equipment and adhere to safety protocols in the inspection of facilities and maintenance of projects and equipment.

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