

## **Barlow Water Improvement District (BWID)**

### **Job Description**

**Job Title: Water Systems Operator**

**Status: Non Exempt/Hourly**

Date: 4/13/2019

This position reports to the Board of Directors of the Barlow Water Improvement District with primary direction from the Chairman of the Board. In his or her absence, this position will report to the Co-Chairman, Treasurer, or other Board member, in that order.

### **Primary Job Purpose**

Complete activities of field operations and water systems maintenance to support BWID. This position will be tasked with doing so in a safe, reliable, efficient and responsible manner to maximize its value to the community. And do so by ensuring compliance with current/updated BWID Articles of Incorporation, BWID By-Laws, Rules and Regulations. Job functions and responsibilities included but not limited to:

- Provide oversight and administer operations, safety and maintenance of the Barlow Water Improvement District (BWID) water systems, buildings, wells, equipment and all other assets of the District.
- Manage equipment warranties and resolution of any warranty issues.
- Purchase equipment and materials needed to maintain the water system in the most economical manner possible. This would include maintaining an inventory of material needed to fix most common repairs.
- Work with Contractors, as required, to complete system repairs and maintenance.
- Manage contracts and interface with equipment and support vendors.
- Develop, implement and track both annual and long-term plans and budgets for achieving the goals of BWID as stated in the By-laws and directives from the Board. This would include system performance and maintenance objectives, system monitoring, all required tests, operating data, equipment valuations, spare parts and all aspects of BWID systems including contracted service agreements. Assist with planning and implementation of systems upgrades, working with local and state agencies as well as engineering firms as required.

- Maintain records and report as required by state and local authorities for monitoring and operations of the water system.
- Responsible for all testing annual and monthly as required by the Water Resources Department and the Health Department for the State of Oregon. Ensure the test results are delivered by mail in a timely manner to the State Health Department.
- Compile the annual Consumer Confidence Report information and semiannual newsletter for the membership with the assistance from the Office Manager.
- Reading water meters at intervals set by the Board and report any problems with the system.
- Coordination of response to any water emergency. This may require working in extremely cold conditions and may also require the ability to respond at times both day and night and on weekends.
- Report once a month to the Board of Directors for BWID at the monthly meeting.
- Stay at the forefront of the Industry and maintain good working relationships with other water system operators and related organizations. This includes ongoing education in water system management and fulfilling both requested and or required certifications.

### **Routine Operation and Maintenance**

- Document well meter readings, take static test and check the reservoir on a weekly basis.
- System repairs shall be made quickly and efficiently with minimum disruption of service to members.
- All well houses shall be maintained, cleaned and all buildings are secured.
- Maintenance and operation of company truck, backhoe, landscaping equipment, utility vehicle, etc,
- Complete all water testing and report results to the State Health Division and the Board.
- Maintain water system supplies from vendors approved by the Board in accordance with the annual budget as needed.
- Rotate pump operation as needed for efficiency.
- Maintain SCADA system. Compare well readings with SCADA system.
- Correct any pump problems.
- Maintain chlorination supply and system and test Chlorine level 3 times per week and document Chlorine levels.
- Exercise all major system valves annually.
- Read residential and commercial water meters as stated in O & M.
- Replace meters and broken pipes as needed, install new water lines as needed and perform locates as needed.

- Test fire hydrants annually install and remove fire fills as needed.
- Maintain cathodic protection.
- Maintain water rights with proper agencies.
- Apply for grants.
- Follow OSHA safety rules and assure those rules and warnings are posted.
- Maintain landscaping at BWID properties, to include mowing, weed eating, trimming and removing trees as required.
- Turn off or on water requested by a customers as required by the District for delinquent payments.
- Ensure community relationships are maintained by working with members, local leaders and provide appropriate support for local activities including verbal, written and negotiation skills.
- Complete and submit daily reports to Board.

### **Knowledge/Skills/Experience Required**

- Ability to perform highly technical work and exercise independent judgment and discretion in the BWID.
- Must have a complete understanding of BWID's computerized system controls including the ability to make repairs and assure proper operations either directly or as assisted by a vendor or contractor as required.
- Good working knowledge of computers and software programs of the BWID control system, Excel, Word and other programs as required.
- Knowledge of electrical, mechanical and control systems, including system operations and maintenance as demonstrated through previous experience.
- Thorough knowledge of industry requirements relating to the proper operation and maintenance of potable/drinking water systems.
- Gain all certifications for testing and maintenance of BWID water systems.
- Thorough knowledge of fundamental system operation, maintenance, economic principles and concepts of water systems like those found at BWID.
- Thorough knowledge of reporting and compliance requirements to all agencies directly related to the operation of BWID.
- Working knowledge of contract administration and managing relationships with Contractors.
- Interpret system drawings, blueprints and documents including controls.
- Five or more years of experience in the operation and maintenance of water systems (or equivalent).
- Valid ODL.

### **Physical/Mental/Abilities and Processes**

- Excellent analytical reasoning and problem solving skills.
- Physical ability to work on all water system equipment.
- Physical ability to climb stairs and ladders to access water tower equipment (routinely to heights of 100 ft or higher).
- Ability to lift up to 50 lbs.
- Work in high or confined areas.
- Drive and operate BWID owned or rented vehicles and equipment.
- Operate a lawn tractor, outdoor power equipment like chain saws, weed eaters, etc.
- Operate a backhoe.
- Ability to work safely in hot or cold weather environments.
- All other duties that might be directed by the Barlow Water Improvement District Board of Directors.

Policy Manual revision  
For Water Systems Operator  
4/10/2019

Water Systems Operator Pay and Benefit

This position has normal work hours of 8 am to 5pm, or designated by the Board, Monday thru Friday with the possibility of afterhours work on a call basis. Paid Holidays include Thanksgiving, Christmas, New Years Day, Memorial Day, Fourth of July and Labor Day. If the holiday falls on a weekend the office will close on the day designated by the Federal Government as the official observance of the holiday.

Paid vacation time is 10 days per year. Vacation time can carry over up to 10 days maximum. Overtime will be paid at time and half. If comp time is desired, with the Boards discretion, time will be matched hour for hour. Sick time will be granted at 5 days per calendar year with no carry over from year to year.

Pay periods are Bi Weekly with pay and Comp time based on a Thursday thru Wednesday schedule.

Hourly pay rate is \$24 hourly/\$4160 monthly/\$49920 annually to \$30 hourly/\$5200 monthly/\$62400 annually. A 5% increase will be given for Water Systems Certification either at time of employment or within one year of that time. This is a mandatory certification to maintain employment.

Health insurance.

Employee & Spouse 85% (BWID)/15%(Employee)

Employee & Family 80% (BWID)/20% (Employee)

BWID will match 100% (dollar for dollar) up to \$2400 per year in 401k contributions.

Pay increases will be based on job performance and budget constraints through an annual evaluation from the Board of Directors.