

**City of Hillsdale
Board of Public Utilities
Job Description**

Job Title: Water & Sewer Operator
Department: Water/Sewer
Reports To: Water & Sewer Superintendent
FLSA Status: Nonexempt

Summary: Maintains and repair water distribution and sewer collection systems for the utilities by performing the following duties.

Essential Duties and Responsibilities: Include the following, other duties may be assigned.

- Installs and maintains water lines and mains.
- Installs and maintains sewer lines.
- Operates backhoe to dig trenches to install water and sewer pipe.
- Repairs, tests, and changes water meters.
- Checks and maintains motors, pumps and valves at lift stations.
- Flushes fire hydrants.
- Responds to customer complaints/problems.
- Handles orders for service or disconnects.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. 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 the essential functions.

EDUCATION AND/OR EXPERIENCE: High school diploma or general education degree (GED).

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports. Ability to speak effectively with customers, residents and employees.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, calculate amounts such as percentages area, circumference, volume and ability to apply concepts of basic algebra and geometry.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of variables. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

CERTIFICATIONS, LICENSES, REGISTRATIONS:

- Valid Class A Michigan, Commercial Driver's License (CDL),
- Required to obtain within 18 months of hiring the following certificates:
- Class S-4 Water Distribution System Operator Certificate.
- Class D-4 Water Treatment Plant Operator Certificate.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to walk, stand and sit.
- Must have hands to finger coordination and ability to reach with hands and arms.
- Must be able to climb, stoop, kneel and crawl.
- Must be able to lift up to 75 pounds.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to work in adverse outdoor weather conditions.
- Must be able to work in an environment with high level of noise using hearing accommodations.
- Must be able to work in high places.
- Must be able to work with and properly handle toxic or caustic chemicals.
- Must be able to work below ground areas repairing water and sewer equipment.