



STAGECOACH GENERAL IMPROVEMENT DISTRICT

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Water System Operation Specialist I (WSOS I)

Job Description

FLSA Status: Non-Exempt

Safety Sensitive: Yes

Created: 02/07/1985

Last Revised: 06/29/2022

DEFINITION: Under direct supervision, is responsible for the maintenance, repair, and monitoring of the Stagecoach GID Water Distribution System and performs related work as required

DISTINGUISHING CHARACTERISTICS: Employees at this level receive instruction and/or assistance from their Supervisor to attain specific goals and objectives in performing their full range of duties. Only the final results of work done are typically reviewed. Employees at this level possess Grade D-1 Water Distribution Certification.

ESSENTIAL FUNCTIONS: *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions).*

1. Installation, repairs and maintenance of metered water services.
2. Controls and monitors the water distribution system both manually and through the use of SCADA computer control systems.
3. Repairs and maintenance on water mains, tanks, pumps and wells as required.
4. Completion of work orders as assigned.
5. Conduct daily/periodic safety inspections.
6. Maintain inventory; Ordering parts and supplies.
7. Perform water quality sampling and transport of samples to laboratory.
8. Monthly meter reading.
9. Post shut-off notices and execute shut-offs as required.
10. Inspect and maintain Denitrification Individual Sewage Disposal Systems.
11. Custodial duties of Well, Tank and Office sites as required.
12. Maintain company vehicle; schedule service and cleanliness.
13. Attend meetings and training sessions as required.
14. Study and prepare for Grade D-2 Water Distribution Certification exam.
15. Provide excellent customer service; resolving customer concerns in a timely manner.
16. Maintain regular and reliable attendance.
17. Take part in Weekday/Weekend On-Call duty rotation.

QUALIFICATIONS FOR EMPLOYMENT:

Knowledge, Skills, and Abilities: (KSAs are the attributes required to perform a job; generally demonstrated through qualifying experience, education, or training.)

Knowledge of:

- Methods, materials, and procedures used in inspection, repair and maintenance of water systems;
- Chlorine formulas and testing techniques;
- Occupational hazards and standard safety practices;
- Operational characteristics of mechanical equipment and tools used in the area of work assigned;
- Valve and water line operation;
- Principles and procedures of record keeping
- Safe driving principles and practices
- Mathematical calculations;
- Pertinent federal, state and local laws, codes and regulations.

Skill to:

- Interpret and apply relevant Federal, State and Local statutes, ordinances, codes, rules and regulations governing water utilities.
- Perform preventive and corrective maintenance on facility equipment;
- Monitor the water distribution system functions through the use of the SCADA and complex computer control systems.
- Use standard construction hand and power tools and equipment.

Ability to:

- Learn and perform a variety of construction, maintenance and repair work on water facilities;
- Perform heavy manual labor for extended periods of time in a variety of climatic conditions;
- Communicate clearly and concisely, both verbally and in writing;
- Read and write English at a level necessary to perform essential functions;
- Prepare clear and concise reports;
- Work in confined spaces wearing a breathing apparatus;
- Establish and maintain effective working relationships

Required Certifications and Licenses:

Possession of:

- State of Nevada Grade D-1 Water Distribution Certification
- Valid Nevada Drivers License with Clean Driving Record

Experience and Training:

Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:

- Possession of a high school diploma or equivalency
- 1 year of experience in Water Industry.

Physical and Mental Requirements:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job:

Frequent standing in combination with walking throughout work shift on all types of terrain depending on area assigned. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Occasionally sitting while performing administrative duties. Some reaching for items above and below desk level. Frequent reaching, bending, squatting, and stooping to perform maintenance tasks. Infrequently crawling or kneeling to check meters and valves. Frequently lifting of 1-15 pounds is required, including materials, samples, supplies, and tools. Infrequently lifting of up to 50 pounds may be required.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

Working Conditions:

Work is performed under the following conditions:

Work is primarily performed outside in varying and extreme weather conditions for extended periods of time where employees can be exposed to noise, electrical hazards, inclement weather, moving objects, vehicles, sharp objects, pinch points, odors, fumes, gases, dust, slippery surfaces, exposure to waste, hazardous and infectious. Safety equipment utilized may include hearing and eye protection, safety shoes, gloves, masks, respirators, and a safety vest. Frequent interruptions to planned work activities occur.

Employee’s Acknowledgment: I acknowledge that I have read the above job description and have received a copy for my records.

Employee’s Signature

Date Signed