



STAGECOACH

GENERAL IMPROVEMENT DISTRICT

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Water System Operation Specialist Trainee (WSOS Trainee)

FLSA Status: Non-Exempt
Safety Sensitive: Yes

Created: 02/07/1985
Last Revised: 06/29/2022

DEFINITION: Under close 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 training, instruction and/or assistance from their Supervisor to attain specific goals and objectives in learning and performing their full range of duties. Work is checked frequently.

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

1. Assist with installation, repairs and maintenance of metered water services.
2. Assist with repairs and maintenance on water mains, tanks, pumps and wells as required.
3. Completion of work orders as assigned.
4. Conduct daily/periodic safety inspections.
5. Assist with monthly meter reading.
6. Assist with posting of shut-off notices and execution of shut-offs as required.
7. Assist with inspection and maintenance of Denitrification Individual Sewage Disposal Systems.
8. Custodial duties of Well, Tank and Office sites as required.
9. Attend meetings and training sessions as required.
10. Study for and pass Grade D-1 Water Distribution Certification exam.
11. Maintain regular and reliable attendance.

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:

- Occupational hazards and standard safety practices;
- Safe driving principles and practices;
- Mathematical calculations;

Skill to:

- 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:

- 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

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