

CASS COUNTY RURAL WATER DISTRICT #2
PO BOX 195
ELMWOOD, NEBRASKA 68349
402/994-2555

POSITION DESCRIPTION

JOB TITLE - Water Operator

REPORTS TO - Manager

BASIC PURPOSE - To help maintain and represent the District in such a way as to ensure that customer service and water quality is maintained at all times.

EMPLOYMENT CATEGORY - Permanent, Full time

SALARY - \$31,000/yr - \$41,000/yr Based on experience.

- 7% Retirement plan
- 27% Cafeteria plan
- \$50,000 life insurance plan

JOB REQUIREMENTS -

Education -

1. High School Graduate or Equivalent
2. Certified as a Grade 4 operator within 12 months of hiring date.

Physical Condition - Must be physically fit to carry out the duties of this job which will include but are not limited to:

1. Entering water meter pits
2. Carrying equipment and parts that could weigh as much or more than 50 lbs across uneven terrain.
3. Helping with pipeline construction.
4. Helping with equipment and pipeline repairs.
5. Turning wrenches and valve shut off keys.

People Skills - This position requires you to have the ability to work effectively with people of different skill sets and personalities. This position will require that you are available to be on call for emergencies 24 hours a day 7 days a week. As a representative of the District you will be required to act in a professional manner with the way you conduct yourself and the way you dress at all times.

Organizational - This position would report to the Assistant Manager and the Manager. The field water operator may be required to attend Board meetings on the second Thursday of every month. (When deemed necessary by the board or the manager.)

Machine - General office equipment to include basic computer entry, 10 key, telephone, copier, etc.

Record Keeping - Help maintain records and initiate correspondence as required by the District, Department of Health, and all other necessary entities. Help with office clerical duties when necessary.

Other - Valid driver's license is required. Travel in a district provided vehicle is part of a normal daily routine. A working knowledge of plumbing, water systems, wells, and pumping equipment is helpful. Must be able to pass a background check and have a good driving record.

Responsibilities may include but are not limited to:

1. Obtain the necessary training and become certified through Nebraska Health and Human Services, Regulation and Licensure Division (within 12 months of hire date) to a minimum of Grade 4 and maintain that certification through continuing education.
2. Help monitor the system, supplies and equipment daily to assure proper operation and water quality.
3. Learn to use the Microcomm telemetry SCADA system, Power Manager billing system, Neptune meter reading software and the ESRI Field Maps GPS software.
4. Help to maintain mapping and GPS locating of the district assets.
5. Provide the best possible service with prompt response to complaints and quick detection and repair of leaks or breakdowns.
6. Draw water samples as prescribed by the State and Federal directives and submit samples to laboratories as required.
7. Get along with co-workers, customers, contractors and vendors.
8. Attend Board meetings as necessary.
9. Take initiative and leadership when required.
10. Help with office clerical duties when assigned.
11. **Other duties as assigned.**