

Assistant Water System Operator

Employer

Charter Township of Union

Population

13,500

Closing Date

November 30, 2017

Compensation

\$38,124 to \$43,842 (mid- point)

To Apply

Cover letter, Resume, & Employment Application to Union Township 2010 S. Lincoln Road, Mt. Pleasant, MI 48858
Attn: Kim Smith – Public Works Coordinator

Description

The Charter Township of Union is seeking energetic, team orientated, qualified applications for the full-time position of Assistant Water System Operator. This individual will perform typical Water System Operator duties. Requirements: State of Michigan Class S-3 and D-3 Water Operator Certificate, high school diploma supplemented by vocational training in construction techniques, or the skilled trades, two years in a construction-related field, knowledge of laboratory testing methods and procedures; valid State of Michigan Drivers License; Additional information about this position can be obtained from the job description

For a description of this position and application form, go to the Township's website @ www.uniontownshipmi.com/Departments/TownshipOperations/EmploymentOpportunities.aspx

“The Charter Township of Union is an Equal Opportunity Provider and Employer”

**UNION CHARTER TOWNSHIP
JOB DESCRIPTION**

ASSISTANT WATER SYSTEM OPERATOR

Supervised By: Water System Operator

Supervises:

Position Summary:

Under the supervision of the Water System Operator, is responsible for water system filtration processes and maintenance, cross-connection inspections, water sampling and chemical evaluation. Also functions as a construction inspector for water and sewer projects. Maintains inventories of chemicals and supplies pertaining to water treatment and filtration systems. Functions as a field worker for the water, sewer system, and at the Township's Waste Water Treatment Plant on an as-needed and emergency basis.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. In the absence of or as assigned by the Water System Operator the Assistant Water System Operator will be responsible for daily operation of the Township's water treatment facilities which includes reading all raw water plant and flow meters and monitoring wells and iron removal facilities.
2. In the absence of or as assigned by the Water System Operator the Assistant Water System Operator will be responsible for specific maintenance associated with water plant operation including operation of iron removal filters, backwashing of iron filters, determining efficiency of iron filters and performing lab tests for iron concentrates.
3. In the absence of or as assigned by the Water System Operator the Assistant Water System Operator will be responsible for chlorination of water including determining proper dosage and feed rates, periodic mixing of chemicals and lab tests to determine efficiency of disinfectants.
4. In the absence of or as assigned by the Water System Operator the Assistant Water System Operator will be responsible for Township wells maintenance including periodic sampling to determine chemical and bacteriological characteristics of raw water, and periodic testing of static and dynamic water levels. Also responsible for all routine maintenance and testing at water storage facilities.

5. In the absence of or as assigned by the Water System Operator the Assistant Water System Operator will ensure compliance with the Township's cross connection prevention program. Conducts inspections of customers' plumbing systems and makes notes of any points of potential contamination by way of a cross connection. Maintains records of cross connection inspections and tests. Orders service shut-offs of non-compliant customers.
6. Prepares various reports pertaining to water system operation and conditions in accordance with all state and federal requirements.
7. Maintains records pertaining to water system operation and all preventive maintenance activities.
8. Functions as a construction inspector, overseeing new construction and repairs to the water and sewer systems. Meets with state officials and others for system inspections or requested meetings in regard to any system evaluations.
9. Responds to customer complaints and issues regarding water quality or water issues more generally.
10. Maintains an inventory of repair and replacement parts for the water system.
11. Performs all of the duties of a Utility Laborer as assigned, or dictated by emergency conditions.
12. Works in an on-call capacity in accordance with the requirements of a shared schedule as determined by the Water System Operator and/or Utility Foreman.
13. Performs other duties as required.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- High school diploma and additional college-level coursework in chemistry, environmental science or similar curriculum.
- Four or more years experience in water system operation and/or water system distribution maintenance and repair.

- State of Michigan S-3 and D-3 water certifications.
- State of Michigan Vehicle Operator's License.
- Thorough knowledge of the machines, equipment, materials, safety precautions, and operating practices of modern water distribution systems and related facilities.
- Thorough knowledge of the chemical and physical processes involved in the preparation of drinking water.
- Considerable knowledge of the public health and safety requirements and regulations regarding the operation of a municipal water distribution system.
- Skill in the inspection and maintenance of mechanical equipment, pumps, and related facilities.
- Ability to maintain records and prepare comprehensive reports on the operations of the distribution system.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with contractors, other governmental agencies, industrial/commercial contacts and the public.
- Ability to respond to emergency situations, 24 hours a day and 7 days a week.
- Skill in evaluating residential, commercial and industrial plumbing systems to identify potential cross connections.
- Ability to use basic office equipment such as telephone, calculator, photocopier, fax and computer with applicable software applications such as word processing, spreadsheet, database, email/internet/world wide web as well as advanced knowledge of SCADA systems and working knowledge of Geographic Information Systems software.
- Ability to work irregular work schedule in order to accommodate needs of department/position.
- In addition to the above requirements, all Township positions require the ability to read, write, speak and understand the English language as necessary for the position; the ability to follow written and oral instructions; and the ability to courteously serve the public. Township employees are also expected to possess and maintain a record of orderly, law-abiding citizenship, sobriety, integrity and loyalty as it pertains to and reflects upon their employment with the Township.

Physical Demands and Work Environment:

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

While performing the duties of this job, the employee is regularly required to communicate with others in person and on the telephone. The employee is frequently required to view and produce written and electronic documents. The employee is frequently required to inspect machinery and pipes that range from below ground to above head level and to inspect ground storage tanks. The employee must occasionally lift and/or move objects of moderate to heavy weight. The employee is required to utilize a computer and operate manual or power equipment and tools.

While performing the duties of this job, the employee frequently works in a water plant, waste water plant, but also outdoors. The employee is exposed to moving mechanical parts, adverse weather conditions, risk of electrical shock, vibration, fumes or airborne particles, and toxic or caustic chemicals. The noise level in the work environment is usually quiet to moderate, and can occasionally be very loud.