

- Remain apprised of best available technology related to materials, methods, equipment and specifications for the operation of water and wastewater facilities.
- Supports the relationship between the Town and the constituent population by demonstrating courteous and cooperative behavior when interacting with residents, visitors and Town staff; enthusiastically promotes the Town's goals and priorities in compliance with all policies and procedures.
- Performs related duties as required or assigned.

MINIMUM QUALIFICATIONS:**Education and Experience:**

High school diploma or equivalent and three years of experience including two years of supervisory or lead worker experience, in water distribution/treatment and wastewater treatment/collections systems operations or an equivalent combination of education, training and experience.

Required Licenses or Certifications:

- Possession of a valid Class B Commercial Driver's License with Tanker endorsement.
- ADEQ water distribution certification (DRC - Grade 3, Backup Grade 2).
- ADEQ water treatment certification (DRC - Grade 2, Backup Grade 1).
- ADEQ wastewater treatment certification (DRC - Grade 3, Backup Grade 2).
- ADEQ wastewater collections certification (DRC - Grade 2, Backup Grade 1).
- DRC – Direct Responsible Charge of facility

Required Knowledge of:

- Materials, practices and equipment used in water/wastewater system maintenance and repair activities.
- Underground utilities construction.
- Water and wastewater quality standards.
- Principles and practices of effective employee supervision.
- Occupational hazards and safety precautions regarding equipment operations.
- Policies and regulations regarding work place safety.
- Proper operations of water distribution/treatment and wastewater treatment/collection equipment.
- Water and wastewater quality compliance standards at the state and federal level.
- Water and wastewater sampling procedures.
- State utility "Bluestake" location policies and procedures.

Required Ability to:

- Develop and maintain effective working relationships with Town staff, contractors, vendors, suppliers and the general public.
- Plan and direct the work of other staff.
- Analyze and solve complex problems.
- Maintain written records.
- Read and interpret system maps and as-built plans.
- Use various power and hand tools.
- Operate heavy motorized vehicles and equipment.
- Communicate effectively, both orally and in writing.

JOB DESCRIPTION

Utilities Operations Specialist

Physical Demands / Work Environment:

- Work is performed primarily in an outdoor work environment. May be required to perform a full range of motion with lifting and/or carrying supplies, materials, equipment and/or items weighing up to 50 pounds. May be exposed to heavy equipment and machinery, extreme weather conditions, hazardous chemicals, or infectious diseases. May be required to work in confined spaces. May be required to climb ladders to work at various heights.

Core values: Integrity, Teamwork, Respectful, Communication, Service, Leadership, Innovation

Classification	Adopted	Revised	Retitled	Class Code / Range	FLS Designation	Step
	7/2016	6/2016	Utilities Operations Specialist	24	Non-Exempt	

CREATED: _____

DATE: _____