



Water Department Equipment Operator

Job Description:

Title: Water Department Equipment Operator

Department: Public Works

Supervisor: Water Department Supervisor

Type of Position: Full-time

Hours: 40 hours/week, M-F, 7 am to 4 pm, Non-exempt

Overtime required: Yes, and may be required to work on-call on weekends and holidays.

Purpose of Position:

The Water Department Equipment Operator is responsible for assisting the Water Department Supervisor to ensure safe drinking water, water production, treatment, storage, and distribution for the Town of Pendleton.

General Duties and Responsibilities:

The general duties and responsibilities of the Water Department Equipment Operator include but are not limited to the following activities:

- Assisting with ensuring compliance to meet or exceed EPA Safe Drinking Water Act and other rules and regulations of water quantity and quality requirements, minimum water capacity requirements, minimum acceptable water operating practices, water storage, and treatment requirements.
- Assisting with implementing and enforcing backflow program, as well as responding to requests and inquiries related to installation and testing of backflow preventers.
- Assisting with water meter reading activities.
- Assisting with researching, developing and implementing, reviewing, interpreting, and recommending changes to specifications, standards, policies, procedures, codes, regulations, and ordinances that relate to department goals, objectives, policies, and procedures.
- Assisting with the testing and analyzing daily water quality samples.
- Assisting with residential water connects, taps, and disconnects.
- Operating large trucks and heavy equipment.
- Performing general maintenance of all Water Department buildings.
- Assisting with public education of managing the use of ground water resources.
- Directing traffic for projects as required/needed.
- Participating in local and state initiatives, task forces, events, and related professional committees.
- Participating in public outreach efforts including tours for school groups, civic groups, government agencies, scout groups, and others as requested.
- Having thorough knowledge of and ability to make practical application of department and OSHA safety policies and procedures, and ability to ensure proper operation and maintenance of department vehicles, equipment, and tools.
- Coordinating and effectively communicating orally and in writing with co-workers, the Town Manager, other Town Departments, contractors, vendors, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.
- Attending all trainings and meetings as required.
- Responding to inquiries and complaints regarding the Water Department and related areas, and initiating action to resolve valid complaints/requests.
- Maintaining strict confidentiality regarding Town issues.

This position requires occasional moderate to heavy lifting with occasional standing, bending, and carrying. Subject to dust, grease, extreme temperatures, severe weather conditions, noise, fumes, vibrations, or moving parts. At times, this position requires the employee to work under inclement weather conditions as vehicles are operated under all weather conditions, sometimes for extended periods of time.

This position also requires the employee to have the ability to serve on a rotating on-call schedule, the ability to respond to emergencies occurring after regular works hours (24 hours per day), which includes monitoring activity related to utility emergencies, citizen notifications of utility failures, and responding to spill accidents.

Employee may also have to fill other duties as assigned by the Water Department Supervisor. This position will be subject to all the rules, policies, and operating procedures established by the Town, as they may be amended from time to time.

Job Requirements:

- Applicants must have and maintain a verifiable Indiana Class B Commercial Driver's License, a demonstrated safe driving record, and must remain insurable through the Town's liability insurance carrier.
- Applicants must be able to lift 50-75 pounds with the use of Personal Safety Equipment.
- Applicants must have a safe work record with good ethics and a dependable attendance record.
- Applicants must have a high school diploma or equivalent followed by college or specialized training in water quality methods or related field. Applicant may substitute two years of experience for training.
- Applicants must have the ability to obtain DSM Water Distribution Operator Certificate and a WT3 Water Treatment Plant Operations Certificate.
- Preferred applicants will have 1 year or more of experience working with the public.
- Preferred applicants will have computer experience in Microsoft Word, Outlook, and Excel.

To Apply:

Interested applicants are invited to submit a resume to the Scott Reske, Town Manager by 4 pm on Friday, September 15, 2023. Resumes can be mailed to the Town of Pendleton, 100 West State Street, P.O. Box 230, Pendleton, Indiana 46064 or emailed to sbuck@town.pendleton.in.us.

Salary is based on qualifications and Salary Ordinance.