

# PARIS UTILITY DISTRICT

## Utility Operator

**Reports To:** Operational Manager

### **GENERAL SUMMARY:**

Performs skilled and semi-skilled manual labor involving repairs, maintenance, installation and construction on water and wastewater system infrastructure. Operates and maintains equipment and tools. Work is performed under general supervision.

### **ESSENTIAL JOB FUNCTIONS:**

- Daily duties:
  - Monitor SCADA for anomalies.
  - Perform quality control checks on all District infrastructure.
  - Scheduled appointments.
  - Maintains records and documentation.
  - General housekeeping/maintenance of District facilities.
- Performs maintenance, installation and construction of the water/wastewater collection, treatment, and distribution systems, including taps.
- Turn water on and off, install, replace, and read meters.
- Communicates with all employees, members of the public and vendors, in order to explain processes and operations.
- Performs house/grounds keeping on all District property to ensure a safe, clean, and presentable work environment, including snow removal.
- Follow all District safety procedures, OSHA safety regulations and traffic control laws.
- May temporarily act as lead person for a small crew in the absence of the Operational Manager.
- Collect samples, wastewater and water.
- Assist with laboratory operations: influent, effluent, mixed liquor, return sludge, blanket depth, etc.
- Be available for overtime, emergency call outs, weekend duties and on-call rotational schedule.
- Assist in reviewing plans for facility upgrades, meets with consultants and contractors.
- Respond to customer complaints and concerns.
- Operate, maintain, and repair light and heavy motorized equipment such as: vehicles, back-hoe, dump truck, and lawn equipment.

### **SUPERVISORY RESPONSIBILITY:**

None

### **EDUCATION & EXPERIENCE:**

Valid Class C State of Maine driver's license and approval by the District's insurance company to drive District vehicles.

Ability to obtain and maintain water licenses required by the State of Maine to operate the water treatment and distribution systems within one year of hire/signing this job description.

Strongly encouraged to obtain and maintain wastewater license required by the State of Maine to operate the Wastewater Facility.

Strongly encouraged to obtain and maintain Class B State of Maine driver's license and approval by the District's insurance company to drive District vehicles.

## **SKILLS & QUALIFICATIONS:**

- Ability to communicate respectfully, to maintain effective work relationships and deal with the public in a courteous and tactful manner.
- Mechanical aptitude, including ability to perform simple mechanical maintenance.
- Ability to learn the operation and maintenance practices of water and wastewater systems.
- Understanding of basic lab equipment.
- Ability to keep and maintain records.
- Knowledge of the geography of the Town of Paris including location of streets and District infrastructure.
- Knowledge and ability to comply with safety/traffic laws, practices and procedures.
- Must be self-motivated and expected to maintain effective use of time.
- Ability to work independently with limited supervision or as part of a crew.
- Ability to carry out verbal and written instructions and to follow detailed instructions with limited guidance.

## **WORKING CONDITIONS & PHYSICAL DEMANDS:**

The majority of work will be performed outdoors in all-weather conditions, proximity to environmental hazards, sewer bacteria/gases, electrical/mechanical devices, and equipment, moving mechanical parts, excessive loud noise, and areas of heavy traffic. Occasional exposure to fumes, airborne particles or toxic chemicals.

Work requires physical strength, agility, and endurance to perform heavy manual labor and frequently requires the incumbent to climb, bend, reach, grab, stoop, crouch, dig, and lift/carry heavy objects, up to 50 pounds, for extended periods. This includes shoveling and positioning and climbing ladders. Occasionally works underground in cramped, awkward, and confined spaces.

Work requires a variety of light and heavy motorized equipment, including backhoe/loader, tractor, and lawncare equipment. As well as hand tools including a pavement cutter, pipe saw, tapping machine, air compressor, and pneumatic tools.

Work will be performed indoors in a laboratory environment.

**The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.**

**\*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

**This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.**