

CENTRAL UTAH WATER CONSERVANCY DISTRICT
Job Description
Revised: August 2017

JOB TITLE: Operations and Maintenance Operator

REPORTS TO: Operations and Maintenance Area Manager

STATUS: Non-Exempt

JOB SUMMARY:

This position is responsible for performing and recording standardized or prescribed O & M assignments related to water conveyance features.

ESSENTIAL FUNCTIONS:

1. Performs inspection, drainage, instrumentation readings, and calculations for flow changes at various project features. Monitors SCADA system and makes necessary real-time operational changes.
2. Performs moderate to complex maintenance and repairs to facilities including but not limited to: dams, diversion structures, tunnels, pipelines and all ancillary equipment. Activities may include painting, welding, janitorial, concrete repair, hand excavation, etc.
3. Performs entry-level electrical and electronics work including procurement, installation, calibrating, and repair.
4. Inputs, manipulates, and manages data in electronic databases. May produce drawings, maps, charts, and presentations using computer software. Prepares operational reports showing facility storage, diversions, and releases using computer software.
5. Procures weed chemical and maintains records of pesticide use and application. Follows principles of weed management as outlined in the District's Integrated Pest Management Plan.
6. Prepares specifications for and procures materials used during construction projects. Projects may include facility modifications, equipment (mechanical and electronic) installations, and earthwork stabilization.
7. Responds to District security systems that monitor facilities and responds appropriately. Maintains safe work environment for self and others.
8. Performs "on call duty" with a maximum response time from 15 to 30 minutes depending on location. Assists in or performs repairs.

9. Must be able to work with others as part of the team, as well as individually with minimal direction. Must have demonstrated safety ethic and attitude.

ADDITIONAL SKILLS GIVEN CONSIDERATION:

1. Ability to perform various types of welding/metal work.
2. Installation and configuration of radio, SCADA and/or camera systems.
3. Water systems and/or industrial experience, Certified Water Distribution Operator.
4. Surveying with both total station and GPS.
5. Experience operating various heavy construction equipment used for grading, leveling, earth removal, and trenching.
6. Commercial driver's license.

MARGINAL FUNCTIONS:

1. Performs other related duties as assigned.

REQUIREMENTS:

Ability to inspect various facilities; to walk inside and outside, under, on, and through structures; to work in confined spaces including tunnels, pipelines, vaults, etc.

Ability to operate a SCADA system which involves monitoring computer equipment, make operational changes using graphical interface; to make manual flow changes at facilities by turning and/or pressing buttons, switches, etc.

Ability to use curves and conversion charts to determine flows at facilities; to use mathematic and algebraic formulas in spreadsheets or with calculators to calculate flows.

Ability to read various instrumentation equipment including weirs, piezometers, staff gauges, etc.; to read various electronic equipment displays and outputs.

Ability to use basic electrical and electronic tools and equipment including voltmeters, oscilloscopes, etc.

Ability to operate motor vehicles, construction equipment, and snowmobiles.

Ability to use safety equipment.

Ability to use a computer and operate various software, including, but not limited to, Microsoft Word, Excel, and PowerPoint, to produce reports, drawings, presentations, etc.; to use SCADA software.

Ability to mix and apply hazardous chemicals in a safe manner; ability to read and comply with instructions in SDS sheets, job hazard analyses and other safety documents.

Ability to be subject to overtime; to be on-call and respond in a physical and mental state ready to work when called out during evenings, early mornings, and/or weekends and holidays; to be awakened through the night and accept and respond to emergency notification system calls.

Ability to make various repairs and perform maintenance on facilities and equipment using a variety of tools using hand tools, electrical monitoring equipment, hydraulic tools, pneumatic tools, etc.

Ability to work near moving machinery; to perform work in high places or on or near bodies of water (dams, rivers, etc.).

Ability to be subject to atmospheric conditions; to be subject to one or more of the following conditions, using proper safety equipment, that affect the respiratory system or the skin: fumes, odors, toxic gases, dusts, mists, or poor ventilation.

Ability to be subject to exposure to oils.

Ability to wear a respirator (air-purifying and air-supplying) and other safety equipment; to operate according to established procedures.

Ability to follow instructions; to receive guidance and supervision; to follow work rules, safety practices, and work procedures; to be punctual and maintain attendance standards.

Ability to work independently with minimal or no supervision.

Ability to attend safety meetings and adhere to safe work practices including the wearing of appropriate Personal Protective Equipment (PPE).

Ability to recognize problems and issues and to use reasonable judgment and consultation to resolve.

Ability to use a passive vocabulary of 5,000-6,000 words; to read instructions, safety rules, etc.

Ability to communicate, both orally and in writing, using compound and complex sentences, proper punctuation, adequate vocabulary, and all parts, tenses, and forms of speech.

Ability to adapt to situations requiring the precise attainment of set limits, tolerances, or standards; to be precise, thorough, exacting, or meticulous in regard to material worked; or in activities such as numerical determinations, record preparation, or inspecting.

Ability to perform under stress when confronted with emergency, critical, unusual, or dangerous situations, or in situations in which working speed and sustained attention are critical aspects of the job; to be subject to danger or risk, or to tension as a regular, consistent part of the job.

Ability to perform a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure

involving significant differences in techniques, procedures, environmental factors, physical demands, or work situations.

Ability to identify task requirements and monitor progress toward accomplishment.

Ability to maintain relationships that facilitate task accomplishment; to cooperate and resolve conflicts; to recognize needs and be sensitive of others.

Ability to safely drive a 4-wheel-drive vehicle to and from work sites; to safely drive on uneven, unpaved, steep, and sinuous terrain and at times pulling a trailer.

Ability to perform very heavy work; exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Ability to climb mountainous terrain to take readings of various instruments and perform surveys.

Ability to ascend or descend ladders, stairs, pipes, structures, mountains and the like, using feet and legs and/or hands and arms. Body agility is emphasized.

Ability to maintain body equilibrium to prevent falling when walking, standing, or crouching on narrow, slippery, or erratically moving surfaces.

Ability to stoop and to bend body downward and forward by bending spine at the waist to lift objects, to reach objects, to perform repairs, to read instrumentation, etc.

Ability to kneel to inspect and/or repair various facilities; to bend the leg at the knee to come to rest on knee or knees.

Ability to crouch to inspect and/or repair various facilities; to bend body downward and forward by bending leg and spine.

Ability to crawl to inspect and/or repair various facilities; to move about on hands and knees or hands and feet.

Ability to reach; to extend hand(s) and arm(s) in any direction when inspecting and/or repairing facilities.

Ability to push, using upper extremities, to press against something with steady force in order to thrust forward, downward, or outward.

Ability to pull, using upper extremities, to exert force in order to draw, drag, haul, or tug objects in a sustained motion.

Ability to grasp and apply pressure to an object with the fingers and palm.

Ability to work in extreme heat (temperatures above 95 degrees) for 3-4 hours at a time.

Ability to work in extreme cold (temperatures below 32 degrees) for 3-4 hours at a time.

Ability to lift, to raise objects from a lower to a higher position, and to move objects horizontally.

Ability to exercise close vision and adjust focus in taking instrumentation readings and recording data; to have depth perception and peripheral vision required in operating and maintaining equipment, hand tools, and in driving vehicles.

Ability to be safely subject to noise in the operation of equipment.

Ability to be safely subject to vibration; to exposure to oscillating movements of the extremities or whole body when operating equipment or inspecting/repairing facilities.

EDUCATION/EXPERIENCE/LICENSE/CERTIFICATION:

High School diploma or equivalent plus three years of experience related to job tasks, or an equivalent combination of education and experience. Valid Utah Driver's license required. CDL and pesticide licenses may be required depending on location and office needs.