

## CITY OF CHEHALIS POSITION DESCRIPTION

Class Title: **WATER DISTRIBUTION OPERATOR I / METER READER**  
Department: Public Works

FLSA Status: Non-exempt  
Union Status: Represented  
Updated: May 2021

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*Position descriptions are intended to present a descriptive list of the range of duties performed by employees in the class. Descriptions are **not** intended to reflect all duties performed within the job.*

### **NATURE OF POSITION:**

This position performs semi-skilled manual and technical work in the installation, construction, maintenance, repair and care of water mains, water meter services, hydrants, valving and other water distribution system components. This position also performs meter reading tasks and functions on the city's water distribution system. Tasks require the use of specialized tools, machinery and other equipment.

### **SUPERVISION RECEIVED:**

This position receives direction and guidance from the Water Distribution Operator II or other lead workers and works under the general supervision of and reports to the Water Superintendent.

### **SUPERVISION EXERCISED:**

May train or give direction to temporary/seasonal staff as assigned or required.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here.*

Performs meter reading tasks and functions on the city's water distribution system.

Under the guidance of the Water Distribution Operator II, assists in the installation, repair and maintenance of waterlines, water service lines, valves, fire hydrants and other water system components.

Conducts fire flows and hydrant testing and flushing.

Operates dump trucks, backhoes, graders, excavators and other Public Works equipment.

Troubleshoots, analyses, and remedies water system problems.

Performs customer service activities related to water services and customer accounts.

Performs disinfection of waterlines associated with main line extensions and repairs, and conducts tests throughout the distribution system to maintain compliance with state and federal regulations.

Operates specific pneumatic, mechanical, electrical and/or hydraulic equipment and machinery including air compressors, jackhammers, breakers, chain and cut-off saws, pumps, hoists and other construction and public works related tools and equipment.

Participates in work involving confined space entry and/or rescue, including use of respirators and other specialty equipment.

Successfully participates in and completes training and obtains and maintains certification and/or licensing and eligibility in:

- Water Distribution Specialist or higher (obtains as scheduled by the city, maintains existing license)
- Commercial Vehicle Operations (maintains existing license)
- Washington State Certified Flagger (required as scheduled by the city)
- First Aid/CPR including bloodborne pathogens and use of AEDs (required as scheduled by the city)
- Confined Space Entry (required as scheduled by the city)
- Training in OSHA/WISHA required asbestos cement pipe removal (required as scheduled by the city)

Performs all duties in conformance with appropriate safety and security standards.

Controls and guides traffic at work sites by flagging and implementing traffic control measures as required or assigned.

Follows directions and implements or carries out written and/or oral instructions and assigned duties.

Works with coworkers or independently, often with limited supervision. Maintains productivity and self-motivation in accomplishing assigned tasks and duties.

### **OTHER DUTIES:**

Performs cement work, painting and other work related to Public Works repair and maintenance activities.

Performs or participates in the maintenance, repair and installation of streets, alleys, sidewalks, catchbasins, open drainages, guardrails, sewer lines, manholes and other Public Works infrastructure.

Performs welding, brazing, silver soldering and metal cutting.

Responds to emergencies and problems during and after normal working hours as needed, in a timely and efficient fashion, and may be required to be on call to respond to emergencies.

May be required to work weekends and before or after normal working hours.

Operates various types of machinery, equipment, vehicles and power tools.

Travels within city and county, as well as out of town, which may include attending conferences, seminars, and training sessions.

And such other related tasks, duties and responsibilities as assigned.

## **REQUIRED QUALIFICATIONS:**

### **Education and Experience:**

Graduation from accredited high school or GED equivalent;

Supplemented by classes, training and experience in water systems, plumbing, hydraulics, equipment maintenance, water treatment and/or public works related fields.

Minimum of one year of experience in the operation, maintenance and repair of Group A or B water distribution systems.

*In place of the above requirements, any combination of education and experience that provides the applicant with the required knowledge, skills and abilities to perform the job may be considered as qualifying.*

### **Licenses, Certifications and Other Requirements**

At time of appointment must possess a valid Washington State Drivers License and Class "B" Commercial Driver's License, or the ability to obtain the Class "B" within 12 months of hire date, and a good driving record.

Must successfully satisfy a background investigation.

Must be medically capable of performing required work while wearing a respirator. Finalists must successfully complete a respirator medical screening prior to offer of employment.

### **Knowledge Of:**

Installation, construction, maintenance, repair and care of water mains, water meter services, hydrants, valves and other water distribution system components.

Methods, tools and operations of equipment utilized in water distribution system work.

Work hazards and applicable safety precautions associated with water system maintenance including confined space entry, construction sites, trenching, and traffic control.

Hydraulic and mechanical theory and practical application related to water pressure, pipe capacities and water distribution systems and equipment.

### **Skilled In:**

Use and care of tools and equipment.

Driving and operating a variety of equipment under varying weather conditions.

### **Ability To:**

Assist in troubleshooting and analyzing problems related to water systems.

Work independently and unsupervised to prioritize assigned duties and complete daily activity according to work schedule.

Use sound reasoning and judgment in the performance of job functions.

Fluently read, write and comprehend the English language, using proper grammar, spelling and punctuation.

Communicate detailed information and recommendations effectively, both orally and in writing.

Perform basic arithmetic computations and data entry functions accurately.

Meet the physical demands of the job and perform essential job functions.

**Desired Skills and Abilities:**

Certification (as recognized by the State of Washington) as a Water Distribution Specialist or higher.

Possession of current Class "A" Commercial Drivers License with "N" tanker endorsement.

Possession of current First Aid/CPR certification.

Possession of current flagging card.

Basic skills in use of personal computer, including word processing and spreadsheet software; use of calculator, adding machine, telephone, copy machine, and fax machine.

**MACHINES, TOOLS AND EQUIPMENT USED IN PERFORMING ESSENTIAL JOB FUNCTIONS:**

*The machines, tools and equipment described here are representative of, but not limited to, those that may be used by an employee to successfully perform the essential functions of the job.*

Dump trucks, backhoes, loaders, underground trenching tools, hydraulic breakers, compactors, hydraulic boring machines, large pumps, welding and cutting equipment, jackhammers, asphalt and cement paving equipment and tools, cut-off saws and grinders, tapping machines, hydraulic pipe cutters, pipe threading and plumbing tools, and various hand and power tools.

**PHYSICAL DEMANDS:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

Stand or sit (stationary position); walk (move, traverse); use hands/fingers to handle or feel (operate, activate, use prepare, inspect place, detect, position); climb (stairs/ladders); balance (ascend/descend, work atop, traverse); stoop, bend, kneel, crouch or crawl; talk/hear (communicate, detect, converse with, discern, convey, express oneself, exchange information); see (detect, determine, perceive, identify, recognize, judge, observe, inspect, estimate, assess); taste/smell (detect, distinguish, determine); push or pull; reach; perform repetitive movements/motion; specific vision abilities include close, distance, color and peripheral vision, depth perception, and the ability to adjust focus; hand-eye coordination and manual dexterity is necessary to use tools and equipment, operate a computer keyboard.

The employee may be required to wear a self-contained breathing apparatus and maintain respirator medical clearance under certain work conditions. This may require clean shaven or limited facial hair growth to meet State and Federal requirements for proper mask seal.

Heavy Work – exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

Meter reading duties involve extensive walking and are performed under all weather conditions.

## **WORK ENVIRONMENT:**

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

Exposure to Hazards and Atmospheric Conditions including:

- Household cleaning supplies and/or basic office supplies (eg. copy machine toner)
- Fumes
- Dust
- Extreme temperatures (hot and/or cold)
- Wet and/or excessive humidity
- Confined spaces
- Noise
- Vibration
- Mists or gases
- Mechanical hazards
- Biological hazards (sewage and related materials)
- Chemical hazards
- Electrical hazards
- Traffic and vehicle hazards
- Burn hazards
- Body fluids and/or other potential sources of bloodborne diseases

Duties are primarily performed at water system locations and facilities, in the field and at water connection and service sites throughout the water distribution system. On occasion, work may take place at other public works or city facilities.

Work may be required indoors and outdoors. Work may require mobility under and on top of and around structures, and machinery and equipment. Work may take place on wet, loose, and/or uneven surfaces, and in some unpleasant situations including but not limited to unsanitary, wet and/or humid conditions. It may involve working in confined spaces, above the ground and in elevated locations.

Noise level in the work environment is generally moderately noisy to extremely noisy. On a regular basis, the noise level may be loud and hearing protection required.

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*The duties and responsibilities listed above are intended to be illustrative only of the type of work performed. The omission of other specific duties does not exclude them from the requirements of the position if they are similar, related or logical assignments to the position.*

*The position description does not constitute an employment agreement between the City and the employee and is subject to change by the City as its needs and the requirements of the job change.*

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