

Job Title: Distribution/Collections Apprentice Operator
Reports To: Distribution/Collections Manager
Department: Water Distribution/Wastewater Collections
Employment/FLSA Status: Regular Full Time/Non-Exempt
Salary: \$17.94 - \$26.96 DOE

Summary:

Essential function is to provide clean, safe drinking water to District customers and ensure wastewater collection system is operating properly at all times.

Essential Duties and Responsibilities:

- Maintains water and wastewater main lines and laterals
- Maintains District water booster stations, wastewater lift stations, wells, and all equipment associated
- Troubleshoots equipment such as pumps, motors, grinders, etc.
- Repairs broken water and wastewater mains as required
- Maintains distribution system PRVs to ensure proper operation
- Exercises valves and maintains fire hydrants
- Flushes distribution system to ensure chlorine residual and aesthetics
- Cleans wastewater collection system with vacuum truck and other required equipment
- Installs, maintains and performs monthly reads of culinary and secondary irrigation meters
- Maintains proper tank levels throughout system
- May participate in weekly on-call rotation
- Operates and monitors SCADA system
- Responds to emergencies in a timely manner
- Maintains water and wastewater certifications as required
- Practices safe working procedures at all times
- Operates vacuum truck, dump truck and backhoe as needed
- Performs other duties as assigned

Minimum Qualifications & Education and Experience:

- Graduation from high school or GED
- Valid Utah Driver License

Special Requirements:

- Ability to obtain Distribution and Collection certifications within 2 years

Necessary Knowledge, Skills and Abilities:

- Basic computer skills
- Possess the physical and mental ability to perform necessary tasks
- Ability to establish and maintain effective working relationships with employees, contractors, other agencies and the public
- Ability to follow written and oral instructions
- Ability to communicate effectively, both verbally and in writing

Tools & Equipment Used:

- Personal computer, including word processing, spreadsheets, and database software
- Tablet
- Smart phone
- Motor vehicle
- Variety of hand and power tools
- Vacuum truck and trailer
- Backhoe/trackerhoe

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.

- Work is regularly performed in outside weather conditions.
- Occasionally work is performed in excavations and roadways
- Occasional exposure to wet and/or humid conditions, mud, snow and ice, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration
- Noise level in the work environment is usually moderate to loud

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 this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed mostly in field settings. Considerable outdoor work is required in the inspection of various land developments, construction sites, or water and wastewater utility facilities. Hand-eye coordination is necessary to operate testing instruments, heavy equipment, computers and various pieces of office equipment
- While performing the duties of this job, the employee is regularly required to stand, sit, walk, talk or hear, use both hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms.
- The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl.

Competency:

To perform the job successfully, an individual should demonstrate the following competencies:

- **Attendance/Punctuality:** is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.
- **Communication:** speaks clearly in positive or negative situations; listens without interrupting and asks questions to get clarification.
- **Professionalism:** approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.
- **Safety and Security:** observes safety and security procedures at all times; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.
- **Team Work:** balances individual and team responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed; recognizes accomplishments of other team members.

Position Type/Expected Hours of Work:

This is a full-time position. Regularly scheduled days and hours of work are Monday through Thursday, 7:00 a.m. to 5:00 p.m. totaling 40 regular hours per week. Additional hours of work can be expected from time to time outside of the regularly scheduled working hours. May be expected to participate in on-call rotation.

AAP/EEO Statement:

Jordanelle Special Service District (JSSD) is an equal opportunity employer. We prohibit unlawful discrimination against applicants or employees in employment opportunities or practices on the basis of race, color, religion, sex (including pregnancy, childbirth, pregnancy-related conditions, breastfeeding, or medical conditions related to breastfeeding), national origin, age 40 or over, disability, sexual orientation, gender identity, military status, genetic information, or any other class or expression protected by applicable state or local law.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.