

## CMCMD JOB DESCRIPTION

POSITION TITLE: UTILITY PLANT OPERATOR or OPERATOR-IN-TRAINING

JOB CLASSIFICATION: UTILITY PLANT OPERATOR or OPERATOR-IN-TRAINING

SUPERVISOR: CHIEF PLANT OPERATOR OR AS OTHERWISE ASSIGNED

SUPERVISORY RESPONSIBILITIES: NONE

### DUTIES:

- \*\* Perform heavy physical, manual, clerical, and skilled work in the operation and maintenance of water production and distribution systems and wastewater collection and treatment systems, including equipment, facilities, and infrastructure. Utility Plant Operator-In-Training functions in a training capacity with respect to all job duties and departmental operations.
- \*\* Monitor, operate, maintain, repair, and install various parts, facilities, and other aspects of the District's water diversion, treatment, and distribution system and the District's wastewater collection and treatment system, including connecting and disconnecting system service lines, recording meter readings, exercise water system valves, and paint and flow-test fire hydrants. Each Operator is expected to achieve competence and functional proficiency in water diversions, treatment, storage, distribution, and systems construction, operations, maintenance, repair, and control; wastewater collection, treatment, discharge, and systems construction, operations, maintenance, repair, and control; laboratory sampling, testing, and equipment maintenance; computer systems operations and software administration; and membership and participation in local, state, and federal organizations related to departmental operations.
- \*\* Collect and test water and wastewater samples, complete laboratory work requiring basic math skills, adjust water treatment processes based on laboratory results, keep accurate written and computerized records, and share in regular chores such as cleaning and fueling vehicles and snow removal.
- \*\* Weekend work required.
- \*\* Other Duties and Responsibilities: carries out other duties and responsibilities as assigned or as necessary or incidental to the performance of job duties.

### MINIMUM QUALIFICATIONS:

- \*\* High school diploma, GED Certificate, or equivalent.
- \*\* Vocational or technical training or a two/four year college degree in a relevant field of study is preferred, but not required.
- \*\* Must possess a valid Colorado Driver License or be able to obtain a Colorado Driver License within 30 days from the date of hire, and be able to demonstrate a good driving record.
- \*\* Must possess or acquire minimum Colorado Water and Wastewater Treatment Operator Licenses and Collection and Distribution Licenses within a reasonable period.
- \*\* Ability to access all properties, buildings, and facilities of the District; access and operate trucks, front-end loader, and other equipment; climb in and out of trenches, manholes, and other confined work areas; climb ladders, stairs, and handle uneven terrain at any time of the year; work outdoors at any time of the year; and lift, maneuver, and transport up to 70 pound loads.
- \*\* Must be able to use hand tools, power tools, utilize computers and be able to learn new software.
- \*\* Must demonstrate job knowledge, proficient job skills, and effective work habits as necessary to the proper performance of job duties, responsibilities, and assignments, including but not limited to the ability to: exercise good judgment; identify and correct workplace problems; foster "team" cooperation in others; learn and apply new knowledge and skills in the workplace; plan and organize one's work and workplace to be orderly and safe; be reliable, productive, innovative, and self-motivated as necessary to work effectively without close supervision; demonstrate good verbal and written communication skills; attend and be responsive to workplace needs and goals; produce quality work products that are in good order, accurate, and thorough in content and effect; and effectively perform one's work assignments within departmental and budgetary directives.
- \*\* Must demonstrate personal behavioral characteristics which are conducive to establishing and maintaining harmonious and effective working relationships with others, including, but not limited to the ability to: adapt to changing workplace conditions; work cooperatively with others; treat others with respect; present an appearance in dress, hygiene, look, and behavior that is appropriate to one's job position, duties, and responsibilities; demonstrate emotional stability in dealing with others; and demonstrate a high standard of personal integrity in all workplace relationships. Must be able to maintain a professional attitude and appearance when working with Copper Mountain community members and guests.
- \*\* Reliability and honesty are paramount as this position is responsible for the public's health and safety.