UTILITY OPERATOR

POSITION SUMMARY

This position is responsible for inspecting and performing medium to complex operations, maintenance, and repair activities in and on public works facilities and equipment in Water Distribution, Wastewater Collection, and Stormwater Collection Systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Facilitate rounds through Water Distribution/Wastewater Collection buildings and grounds area. Perform inspections at each building.
- Read water meters on a monthly basis for Utility Billing.
- Install, test, and repair water meters to assure accurate flow information.
- Perform annual maintenance and testing of water distribution hydrants.
- Repair water service lines and curb stops as needed.
- Maintain Water Distribution/Wastewater Collection assets through the use of Computer Maintenance Management Software. Perform preventative maintenance of Water Distribution/Wastewater Collection equipment. Assist with major equipment maintenance and repair as assigned.
- Collect compliance samples in accordance with Safe Drinking Water Act requirements.
- Perform on-call duties as assigned.
- Perform other duties as required.

Knowledge, Skills, and Abilities:

- Knowledge of general mechanical, plumbing, and electrical repair and diagnosis.
- Ability to read and understand maps and regulations/policies.
- Filling out required records.
- Ability to make observations and make corresponding operational changes.
- Ability to read and understand environmental compliance requirements.
- Knowledge of the operation and maintenance of equipment, tools, machinery, and systems relating to water utilities.
- Ability to communicate effectively both orally and in writing.
- Knowledge of and ability to use a variety of office equipment including computers and related software applications.

SKILLS

Education and Experience:

- High School Diploma or General Equivalency Degree (GED) is required,
- Two years' experience preferred in construction or utility work.

Special Requirements:

- Valid Driver's License.

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- North Dakota Class A Commercial Driver's License with tanker endorsements – must obtain within 90 days of hire.
- North Dakota Department of Health pH Certification – must obtain within probationary period.

WORKING CONDITIONS

- Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, driving, pushing, pulling, lifting, grasping, talking, hearing, seeing, and repetitive motions.
- May be required to work overtime, weekends and holidays; in all weather conditions; under hazardous conditions; on congested roadways, obstructed roads, high structures; around operating equipment; in a noisy environment; with chemicals; and with the physical ability and stamina to perform strenuous physical work associated with roadway maintenance work. Most work will be performed outdoors.
- May be subjected to moving mechanical parts, electrical currents, fumes, odors, dusts, gases, poor ventilation, body fluids, chemicals, inadequate lighting, work space restrictions and intense noises.
- 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 forces constantly to move objects.

Classification: Grade 13 (PW-13)
FLSA: Non-Exempt
Updated: By Greg Stack, PW Director Zuroff, HR Nameniuk – 10/28/2020; 10/16/2024 By Utility Manager Zastoupil, HR Nameniuk. Classification updated by HR Torgerson to align with the new pay scale, effective June 23, 2025.