

**KERNVILLE-GLENEDEN BEACH-LINCOLN BEACH WATER DISTRICT
JOB DESCRIPTION**

Position: SYSTEM OPERATOR I
Classification: NON-EXEMPT
Salary: START \$4,583 (Monthly) + Benefits

Summary

This position performs a wide variety of duties in the operation and maintenance of the water district's treatment plant, distribution system and the sanitary district's collection system. These duties provide assurance of an uninterrupted, adequate supply of safe, potable drinking water and uninterrupted sewer services for the community by protecting the districts systems and ensures that all Federal, State and local reporting requirements are met for compliance. Many of these activities relate to design, installation, inspection, repair, monitoring, purchasing supplies, parts and chemicals.

Essential Duties and Responsibilities

- Inspect, troubleshoot, repair and isolate problems in malfunctioning equipment, including motors, pumping equipment, piping and electrical control systems in both water and sewer systems.
- Install, maintain, inspect, troubleshoot and make repairs to the wastewater collections system, including pump stations, force mains, variable speed controllers, gravity lines and other machinery used in the wastewater collection system.
- Perform various inside and outside facilities/grounds maintenance activities at plant, and off-site facilities and stations.
- Monitor and adjust water plant operating processes in compliance with regulations, including pre-treatment, filtration and disinfection. Check flows, chemical feeds, levels, water quality indicators, and measuring systems.
- Take water samples. Perform tests for turbidity, coagulation, pH, temperature, and chlorine residuals. Submit samples to certified testing lab. Demonstrate an understanding of EPA and State rules for water quality compliance, including how these complex rules apply to the water district.
- Install, maintain and inspect the water distribution system including new service lines, reservoirs, pumps, gauges, hydrants and other related equipment. Flush dead end lines.
- Safely operate various equipment, e.g., dump truck, backhoe, compactors, tapping machine, jet roder, mowers, jack hammer, chain saws etc.. Perform operator maintenance such as conducting pre and post operation checks; maintain proper fluids, cleaning etc.
- Respond to water main breaks, sewer spills, service emergencies and similar problems. Determine location of shut off valves, take emergency action to minimize damage to property and restore services as soon as practical.
- Read meters on rotation with other staff, address issues of high usage, leaks, etc.
- Performs other duties as assigned or required.
- Mapping of water district GIS system.

Minimum Qualifications

Knowledge of:

- Principals, practices, tools, equipment and terminology used in the operation and maintenance of a water and sewer utility system.
- Federal and State regulations governing water quality, treatment, distribution, and wastewater collections.
- Basic engineering and construction principles applicable to the planning, design, construction, and maintenance of district facilities.
- Rules and regulations, ordinances, policies and procedures of the operations of the districts.
- Methods, materials, tools and equipment used in a water treatment and distribution system and a sewer collections system.
- Recordkeeping, mathematical calculations, hazards and safety precautions used in the maintenance and repair.
- Proper English usage, spelling, grammar and punctuation
- Safety regulations and programs
- Computer operation and standard applications software

Skills and Ability to:

- Plan, organize, schedule, and coordinate activities and set priorities under changing conditions.
- Establish and maintain effective and cooperative working relationships with Boards and employees, other utilities, officials and the general public.
- Maintain professional, productive and cooperative working relationships with district staff, other organizations and the general public.
- Perform strenuous physical work outdoors in varying weather conditions and frequently in confined spaces and uncomfortable conditions, which may include direct contact with hazardous materials and heavy lifting.
- Perform skilled maintenance work and equipment operations.
- Operate and train others in the safe use of a variety of equipment and tools.
- Read and interpret equipment instructions, map and blueprints.
- Follow instruction and procedures including emergency procedures.

Education, Training and Minimum Job Requirements

A typical way to obtain the requisite knowledge and abilities would be graduation from high school or the equivalent plus one year of specialized training in water treatment, water distribution and wastewater collections and two years of related experience or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the position.

Licensing and Other Requirements:

- Possess and maintain a valid Oregon Driver's License or the ability to obtain within 30 days of employment
- Ability to obtain a Confined Space Entry Permit
- Ability to acquire an OIT (Operator in Training) Certification within one year of employment
- Ability to obtain Certificate of Water Treatment I, Distribution I, Collections I after one year of employment
- Must be bondable
- May be required to work after normal business hours in case of emergency and 24-hour response on a rotational basis

Physical and Mental Demands

Frequent repetitive motions including, but are not limited to, hand, wrist and finger movements; daily walking, reaching, standing, talking, hearing and seeing. Carry, lift, load, push, and pull up to 90 pounds. This position requires manual dexterity and coordination. Many responsibilities take place outside of buildings with exposure to all types of weather conditions, bio-hazards, electrical energy, traffic dirt, oil, grease, fumes, noise and chemicals. Entry to confined spaces is required with exposure to inert gases and various atmospheric conditions. The ability to maintain certification to wear a respirator mask is required.

Operate a variety of motor vehicles, office equipment and field equipment; hand tools, electric tools and heavy equipment.

Persons with disabilities may be able to perform the essential duties of this position with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability and the ability to accommodate the limitation.

Signature: _____

Date: _____

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.

August 2026