Board of Public Utilities
Cheyenne Water and Sewer Departments

2416 Snyder Ave.
Cheyenne, Wyoming 82001
(307) 637-6460
www.cheyennebopu.org

SOURCE OF SUPPLY TECHNICIAN 3

Division:	Water Treatment	Position Number:	14303
Revised Date:	October 2026	FLSA Status:	Non-Exempt

GENERAL PURPOSE:

Performs a combination of basic, semi-skilled and skilled work in the operation and maintenance of groundwater and surface water, supply systems, at the Water Treatment (WT) Division for the Board of Public Utilities (BOPU); monitors, inspects, maintains and repairs infrastructure, equipment, components, and facilities.

DISTINGUISHING CHARACTERISTICS:

The Source of Supply (SOS) Technician 3 is the journey classification. Under general direction from more senior SOS Technicians, SOS Lead Technicians and, Supervisor; performs a variety of basic, semi-skilled and skilled duties in the operation and maintenance of the BOPU's groundwater and surface water supply systems; ensures compliance with federal, state and local standards; performs work in a somewhat independent manner; uses knowledge and skills to effectively handle moderately complex and technical operation and maintenance tasks; may provide basic training and direction lower level or less senior technicians responsible for activities occurring during their work shift that fall within skill level and scope of authority; advances to Source of Supply Technician 4 after gaining experience and knowledge, obtaining required certification and demonstrating job proficiency.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Keeps the mission, vision and values of the Board of Public Utilities at the forefront of decision making and action; builds strategic and collaborative relationships and interacts with others in a way that builds confidence and trust; provides excellent customer service by taking action to accomplish objectives, maintaining high levels of work and productivity, and generating innovative solutions to work situations.
- Operate, maintain, and repair surface water and groundwater supply systems, infrastructure, related equipment; performs maintenance at facilities, this includes dams, intake structures, wells, pipelines, pumps, pump stations, well houses, security systems and related components; work is performed in remote locations at BOPU facilities; duties may vary according to job assignment and skill level.
- Performs work in accordance with all quality standards, safety regulations and procedures; duties may vary according to job assignment and skill level.
- Monitors, measures and inspects water levels and adjusts flow as directed.
- Maintains accurate and up-to-date documentation on groundwater and surface water facilities, daily work logs and standard analytical data.
- Collects and analyzes water samples to monitor water quality characteristics.
- Monitors, maintains, and cleans automated and manual equipment such as pumps, compressors, valves, and other electrical and electronic equipment to control and adjust processes according to BOPU policies and procedures.

- Monitors Supervisory Control and Data Acquisition (SCADA) process control system gauges, meters, and electronic control panels.
- Reads and interprets technical manuals, operations and maintenance manuals, and blueprints; makes mathematical calculations and performs tests to determine if processes are outside of specifications.
- Maintains security of groundwater facilities, surface water facilities, plant facilities and other assigned facilities through regular inspection and monitoring of remote cameras and alarm systems.
- Operates general and specialized tools, vehicles, motorized equipment, and heavy equipment according to training and skill level.
- Maintains roads, repairs or installs fencing, performs tree, brush and debris removal, and weed and pest control.
- Follows and enforces all safety rules and regulations; closely follows verbal and written instructions; mitigates and reports safety hazards, equipment problems, security issues, and emergency situations.
- Maintains work areas, tools, and equipment in a safe and orderly condition and in accordance with all safety regulations and procedures; cleans and maintains buildings, equipment, grounds, and property; notifies supervisor of problems beyond scope of authority.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

High School diploma or GED equivalent; AND two years of general experience in water well operation, general mechanical, electrical and, maintenance and construction labor experience in the water/wastewater field or related field; OR an equivalent combination of education, training and experience.

Required Training, Licenses or Certifications:

- Class A Commercial Driver's License (CDL) valid in Wyoming with good driving record.
- Must have passed three certification tests and hold any of the following combination of certificates from Wyoming Department of Environmental Quality (WDEQ):
- Level 1 Distribution Systems Operator AND Level 2 Collection Systems Operator OR:
- Level 1 Collection Systems Operator AND Level 2 Distribution Systems Operator certifications OR:
- Level 1 Water Treatment Plant Operator AND Level 2 Distribution System Operator Certification OR:
- Level 1 Distribution Systems Operator AND Level 2 Water Treatment Plant Operator OR:
- Level 1 Collection Systems Operator AND Level 2 Water Treatment Plant Operator OR:
- Level 1 Water Treatment Plant Operator AND Level 2 Collection Systems Operator.
- CPR/AED Certification.
- Depending on the needs of the BOPU, other job specific training and certifications may be required.

Thorough Knowledge of:

- BOPU and Division policies and procedures.
- Federal, state and local laws and regulations governing groundwater and surface water supply systems, including United States Environmental Protection Agency (US EPA) and WDEQ standards.
- Federal, state and local safety rules and regulations; Occupational Safety and Health Administration (OSHA) requirements, safe work practices and safety precautions in the heavy construction industry.
- OSHA Safety Data Sheets (SDS) for hazardous and non-hazardous chemicals in the workplace.
- Safety standards for operating motorized equipment and vehicles, including Department of Transportation (DOT) regulations, BOPU policies and drug and alcohol testing guidelines for CDL.

- Principles, methods, materials, tools, and equipment used in the operation and maintenance of groundwater supply and surface water systems and facilities.
- Methods, practices, standards and specifications required for compliance with surface water and groundwater regulations.
- Mathematics used in problem solving related to groundwater and surface water applications and processes.
- General and specialized tools, equipment, and heavy equipment used in operation and maintenance of groundwater and surface water supply systems.
- Personal computers and related software.
- First Aid awareness.
- Safety and survival techniques needed for working in remote and mountainous locations.

Highly Skilled in:

- Using general and specialized tools and equipment and operating heavy equipment to perform routine and complex utility maintenance, repair and servicing tasks.
- Maintaining tools and equipment.
- Identifying unsafe conditions and mechanical problems.
- Interpreting and applying technical standards and principles.
- Reading and interpreting gauges, SCADA screens and recording devices.
- Following safe work practices.
- Closely following verbal and written instructions and procedures.
- Establishing and maintaining effective working relationships with co-workers, customers and the public
- Outdoor survival practices and techniques.
- Effective verbal and written communications.
- Operating a personal computer utilizing a variety of standard and technical software.

Working Conditions:

Work Environment:

Required to work outside of normal work hours, nights, weekends, holidays, and to work overtime as needed; may be assigned to work out of town at remote surface water facilities for extended periods of time; work is performed 90% of the time outdoors in all weather conditions which may range from mild to extreme conditions (hot, cold, wet, humid and windy); frequent travel to remote locations, occasionally in hazardous road conditions; safety hazards include working with power tools and mechanical equipment, operating and working near heavy equipment, working in remote locations where there is exposure to wildlife, insects, extreme weather conditions, and falling trees; frequent exposure to dusts and occasional exposure to high-voltage equipment, fumes, odors, gases, poor ventilation, and corrosive toxic chemicals.

Physical Demands:

Work is physically demanding requiring the ability to perform labor intensive work for extended periods of time; ability to stand 40%, walk 40% and sit 20% of the time; floor to waist lift and two handed carry up to 80 pounds required on an occasional basis, i.e. quickie saw, wach’s saw, chainsaw, manhole covers (two person assist), chain cutters, and jack hammer; occasionally required to push with a force equal to 100 pounds to open valves; pull with a force of 125 pounds to pull manhole covers off with hook, pull feet out of mud or concrete, cut through pipe from the bottom, and to manually remove trees, brush, and vegetation; occasionally required to work with arms over head in a standing position; frequently required to climb, balance, bend, stoop, kneel, squat, repetitive squatting, and to climb stairs and ladders; lowered work in a standing, stooping/squatting or kneeling position is performed on an occasional basis when maintaining pumps, motors, collecting samples and cleaning; manual dexterity is required to loosen and tighten bolts; climbing stairs is performed frequently to access various plant

areas; ladder climbing is performed on occasion; repetitive trunk rotation in standing position is performed on occasion; repetitive arm use is required on a frequent basis to perform cleaning duties, opening and closing valves and equipment operation; specific vision abilities required by this job include close vision, distance vision, depth perception, color vision and ability to adjust focus; frequently required to use hands and fingers to handle objects, operate controls, power tools, and heavy equipment, and to operate a computer and keyboard; constantly required to hear equipment operation and ordinary conversations and to verbally communicate with other staff.

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CERTIFICATION REQUIREMENT

SOURCE OF SUPPLY TECHNICIAN

Requirements for Employment:

Source of Supply Technicians must obtain Certifications through the Wyoming Department of Environmental Quality (WYDEQ) as follows:

Technician 1 Certification
Must obtain the first certification from WYDEQ within one year of being hired as a Technician 1.

- Level 1 Collection
- Level 1 Distribution
- Level 1 Water Treatment

Technician 2 Certification
Must obtain a second certification from WYDEQ within two years of being hired as a Source of Supply Technician OR within one year of being hired as a Technician 1 and incumbent meets the requirements of the Technician 1 Certification.

- Level 2 Collection
- Level 2 Distribution
- Level 2 Water Treatment
- Level 1 Distribution & Level 1 Collection
- Level 1 Collection & Level 1 Water Treatment
- Level 1 Water Treatment & Level 1 Distribution

Technician 3 Certification
Must obtain a third certification from WYDEQ within three years and six months of being hired as a Source of Supply Technician OR within one year and six months of being hired as a Technician 2 and incumbent meets the requirements of the Technician 2 Certification.

- Level 2 Collection & Level 1 Distribution
- Level 2 Collection & Level 1 Water Treatment
- Level 2 Distribution & Level 1 Collection
- Level 2 Distribution & Level 1 Water Treatment
- Level 2 Water Treatment & Level 1 Collection
- Level 2 Water Treatment & Level 1 Distribution

Technician 4 Certification
Must obtain a fourth certification from WYDEQ within five years and six months of being hired as a Source of supply Technician OR within two years of being hired as a Technician 3 and incumbent meets the requirements of the Technician 3 Certification.

- Level 2 Collection & Level 2 Distribution
- Level 2 Collection & Level 2 Water Treatment
- Level 2 Distribution & Level 2 Water Treatment