



City of Evanston

Position Opening

Distribution and Collection Operator

This position is responsible for operating and maintaining the city's water distribution and wastewater collection systems.

Full time position

Open until filled.

Employees interested please contact Diane Harris at:

307-783-6327

DHarris@evanstonwy.org

Entry salary - \$39,213.54



Distribution and Collection Operator

Public Works – Distribution and Collection

PW-DC/2

JOB SUMMARY

This position is responsible for operating and maintaining the city's water distribution and wastewater collection systems. An incumbent in this position may be designated "Distribution and Collection Operator II" or "Distribution and Collection Operator III".

MAJOR DUTIES

- Operates a variety of light and heavy equipment to construction, repair, and maintain distribution and collection system infrastructure.
- Installs water and sewer taps.
- Installs irrigation and water meters; locates main and service lines; maintains valves and fire hydrants; clears filled valve boxes.
- Turns customer water service on and off; maintains and repairs water meters; performs water meter testing.
- Installs shoring in excavated ditches; installs barricades and other safety devices.
- Updates and corrects system maps.
- Troubleshoots and resolves a variety of water system problems, including electrical, mechanical, and hydraulic issues.
- Assists in preparing specifications for tools, equipment, and supplies.
- Implements preventive maintenance for pumping stations, pressure reducing valves, water lines, and water storage facilities.
- Participates in the installation, maintenance, and repair of sewer system infrastructure.
- Inspects, cleans, and maintains sewer lift stations.
- Jets sewer lines and flushes water lines.
- Performs related duties.

- Responds to and participates in on call assignments and responsibilities.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of water distribution and wastewater collection principles, operations, materials, and equipment.
- Knowledge of federal and state regulatory requirements.
- Skill in the interpretation of plans, maps, and specifications.
- Skill in the operation and maintenance of mechanical and electronic equipment.
- Skill in the use of construction and maintenance equipment.
- Skill in the use of hand and power tools.
- Skill in planning, organization, and decision making.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Distribution and Collection Manager assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include federal and state regulations, OSHA safe practices, international plumbing codes, and city policies and procedures. These guidelines are generally clear and specific but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related maintenance duties. Inclement weather and field conditions contribute to the complexity of the position.
- The purpose of this position is to maintain and repair the city's water distribution and wastewater collection systems. Successful performance helps ensure the efficiency and effectiveness of system operations.

CONTACTS

- Contacts are typically with co-workers, other city employees, vendors, contractors, and the general public.
- Contacts are typically to give or exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while standing, walking, bending, crouching, or stooping. The employee frequently lifts light and heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed outdoors, occasionally in cold or inclement weather. The employee is exposed to noise, dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, and irritating chemicals.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Wyoming for the type of vehicle or equipment operated.
- Possession of or ability to readily obtain a Wyoming Class I Distribution System Operator Certification.
- Possession of or ability to readily obtain a Wyoming Class I Collection System Operator Certification.