

# Magna Water District

## JOB DESCRIPTION

**Title:** Water Operations Service Maintenance

**Reports to:** Working Foreman

**Group/Department:** Service Maintenance/Water Operations

**Updated:** February 2021

**Starting Wage:** \$18.170-\$25.240/per hour or negotiable depending on experience

### Job Summary:

Works on water construction and where required will maintain, repair, and install water system components. Has knowledge of commonly used concepts, practices, and procedures set forth by the American Water Works Association industry standards in maintaining and operating a water production and distribution system. Process incoming service orders within a 24-hour time period.

### Essential Duties and Responsibilities:

Description		
1.	Advanced knowledge and use of instrumentation equipment and computer software such as MS Office Programs.	
2.	Ability to operate large machinery, backhoe, dump truck and excavator.	
3.	Ability to operate video and television monitoring equipment to perform diagnostics on water lines.	
4.	Ability to use a high-pressure vacuum cleaner.	
5.	Heavy pipe construction equipment operation experience.	
6.	Multi-task oriented and ability to set priorities.	
7.	Well organized, accurate, and attentive to detail.	
8.	Ability to work as part of a team or individually.	
9.	Ability to maintain professional demeanor when answering customer inquiries.	
10.	Demonstrated customer service experience.	
11.	Demonstrated oral and written communication skills.	
12.	Ability to lift, on average, 30-50 lbs. daily.	
13.	Support and promotes Magna Water District Vision Statement, Mission Statement and Guiding Principles.	
	<u>Vision</u> – The continuous delivery of safe, excellent, cost-effective water supply and wastewater services in compliance with all State and Federal regulatory requirements to every home and business within Magna Water District boundaries.	
	<u>Mission</u> – The Magna Water District is committed to serving the needs of the Township of Magna residents, businesses, and visitors by providing high-quality drinking water and wastewater disposal services while planning for future economic growth. This will be accomplished through progressive planning, implementing water conservations measures,	

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	<p>safe-guarding public health and the environment, and providing for continuous process improvements, advanced technologies, and cost efficiencies. This requires that we establish, maintain, update, and protect our water system from contaminants, either natural or as the result of industry; maintain and enhance long-term water resources through water conservation programs using advanced technology available to the District for pristine water quality and wastewater disposal services. It also requires that we accomplish this 24 hours a day, 365 days a year. We are honored to serve our community and pursue this mission.</p>	
	<p><u>Our Guiding Principles:</u></p> <ul style="list-style-type: none"> <li>• Value our customers, employees, vendors, engineering firms, and contractors. Solicit and be open to their opinions, their concerns and their suggestions.</li> <li>• Serve the Magna community efficiently and effectively in a manner which exceeds their expectations of hard work, empathy, and thoughtful consideration.</li> <li>• Create and foster a positive work environment where new ideas from employees are encouraged, listened to and acknowledged.</li> <li>• Foster open, clear and timely communication amount our workforce, stakeholders and customers by listening attentively, asking questions and interacting appropriately.</li> <li>• Protect the public interest, and through our actions, integrity and accountability maintain a strong foundation of trust with our community.</li> <li>• Conduct ourselves in a safe and professional manner and take an active interest in the wellbeing of our community.</li> <li>• Treat everyone with dignity and respect.</li> <li>• Anticipate and be ready to adapt to future trends and needs.</li> <li>• Maximize environmental, social and economic benefits, considering the short and long-term benefits and impacts of our decisions.</li> <li>• Be accountable for our actions and results, successes and failures.</li> </ul> <p>Align our service and performance with the goals identified by the trustees, and management.</p>	

## General Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. The requirements of this position provide that the employee work in a safety sensitive manner and should carry out his/her duties as such.

**Prior Work Experience:**

- Graduation from High School or G.E.D; and/or an equivalent combination of education and experience.
- Wastewater sampling and testing experience
- One year of water utility service maintenance experience or in a related field.
- Heavy pipe construction equipment operation experience.

**Licenses, Certifications, Etc.:**

- Valid Utah Class D driver's license.
- Commercial Driver's License Class A tanker endorsement preferred, or to obtain the C.D.L within 90 days
- Water Operator Certification Grade I within one year.

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- Water Operator Certification Grade II within two years.
- Water Operator Certification Grade III within four years.
- Water Operator Certification Grade IV within six years.

## **Background Knowledge:**

1. Requires a working knowledge of the District's products and services; knowledge of short-range technical plans; basic knowledge of overall strategic long-range plans.

## **Performance Expectations:**

1. Must have the ability to plan, coordinate and implement the policies and procedures for the water division.
2. Must be able to make decisions of a significant nature impacting the water production and distribution maintenance and be able to meet the customer service responsibilities for this position.
3. Must demonstrate safety leadership by promoting and facilitating the safety of co-workers and the general public. Must perform all job tasks in compliance with MWD safety policies and procedures.

## **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

1. Common dexterity is continuously required.
  - a. While performing the duties of this job, the employee is regularly required to: talk and hear.
  - b. The employee is frequently required to: sit or perform repetitive wrist, hand and/or finger movement.
  - c. The employee is occasionally required to: feel attributes of objects, grasp, push, stand, walk, drive, reach with arms or hands, stoop, kneel, crouch and crawl.
  - d. The employee must lift weight or exert force as follows:
  - e. Specific vision abilities include: Clarity of vision at 20 feet or more and 20 inches or less. Ability to adjust eye to bring an object into sharp focus.
2. Good working conditions within a safe environment. Frequent exposure to outdoor weather conditions. Frequent exposure to moderate noise, airborne particles, oils, toxic or caustic chemicals, vibration, wet or humid conditions, near moving mechanical parts, near street traffic or confined spaces.

## **Overall Effort and Work Location:**

1. Must be able to withstand daily mental strain and pressure. Must be flexible to adjust for constantly changing operations.
2. Work is generally performed during normal business hours. Must be able to work a predictable and consistent schedule with an occasional after-hours work may be required as determined by the changing circumstances. Must be on-call 24/7 to respond to District issues or emergencies. Occasional travel required both within and outside of the state to attend meetings or obtain training.

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## **Supervision and Coordination Required:**

Directly supervises: None  
Indirectly supervises: None

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