

CITY OF CUMMING
DEPARTMENT OF UTILITIES
DISTRIBUTION AND COLLECTION DIVISION
WATER/SEWER EQUIPMENT OPERATOR

GENERAL NATURE OF WORK

This purpose of this position is to proficiently operate equipment such as but not limited to mini excavators, backhoes, dump trucks, service trucks, etc. and to perform work associated with the installation, repair, and maintenance of water/wastewater utilities. Duties are not limited to regular working hours and require being on-call for after-hours emergencies. Duties are performed under the limited supervision of the Water Crew Leader or the Sewer Crew Leader.

EXAMPLES OF WORK

- Drives/operates a variety of heavy/medium equipment or large vehicles with specialized functions involving performing or maneuvering to exacting tolerances and specifications, loading and unloading equipment, driving/maneuvering equipment in and around confined spaces, routine operation to drive from point to point, or operation of complex, moderately complex, or basic maneuvering mechanisms to perform work tasks.
- Manipulates the bucket of equipment to dig and move dirt, sand, gravel, rock, asphalt, concrete or a combination of these materials. Digs near gas, power, water, sewer, and telecommunications lines.
- Utilizes a pavement saw to safely cut asphalt and concrete for removal when a water/sewer line underneath these materials requires repairs and maintenance.
- Cuts large water/sewer lines to facilitate repair using a pipe saw. Pipe materials include but are not limited to ductile iron, PVC, HDPE, copper, etc.
- Installs, maintains, and repairs water and sewer utility lines and water mains, casing, valves, tees, fire hydrants, meter vaults, meters, check valves, backflow prevention devices, manholes, sewer lines, force mains, etc.
- Locates water lines, sewer lines, and other utilities; excavates around utility lines, cables, gas mains, and service lines; digs out pipes, service lines, and meters.
- Operates tapping machine to connect services into main lines;

- Attaches water meters to service lines
- Digs trench lines using back-hoe, track-hoe, mini-excavator, ditch witch trencher, etc.
- Operates boring machines and tapping machines.
- Installs water and sewer lines; extends existing water and sewer lines for services;
- Repairs and maintains service lines, laterals, and mains
- Repairs leaks on water mains and service lines to meters;
- Flushes water and sewer lines and mains
- Performs flow tests, pressure tests, or chlorination tests;
- Assembles hydrants, valves, meters, and backflow devices;
- Installs fire hydrants, service lines, water meters, and manholes;
- Repairs water meters as needed.
- Performs landscaping tasks associated with projects; restores landscaping to acceptable condition at end of projects by replacing sod, planting grass, raking ground surfaces, or spreading straw
- Assists in maintaining easements or areas surrounding hydrants.
- Maintains current records of location of water and sewer lines
- Locates water and sewer lines for contractors or other individuals.
- Tests meters and services to ensure proper operations, proper pressure levels, and accurate readings.
- Disconnects or reconnects water service to troubleshoot leaks and conduct repairs; locks/unlocks meters relating to non-payment of water accounts as appropriate; records beginning/ending meter readings of meters as appropriate.
- Performs customer service functions; provides information related to meters, consumption, leaks, department procedures, or other issues;
- Responds to routine questions, complaints, or requests for service; initiates problem resolution.
- Maintains adequate inventory levels of tools, parts, and supplies on utility truck; ensures availability of adequate materials to conduct work activities; initiates request for new/replacement materials, records inventory events in Cartograph inventory program.

- Transports, loads, and unloads various equipment and materials used in projects.
- Operates a variety of equipment and tools associated with work activities, which may include a utility truck, dump truck, six-wheel truck, tractor, bush hog, trailer, backhoe, trencher, boring machine, tapping machine, sewer jetter, vac-truck, sewer camera and crawler, gas sensor, oxygen equipment, air compressor, radio communications equipment, meter locator, probing rod, mud pump, water pump, pipe wrench, pick ax, shovel, plumbing tools, or mechanic tools.
- Performs general preventive maintenance tasks necessary to keep equipment in operable condition, which may include inspecting equipment, refueling vehicles, checking/replacing fluids, greasing equipment, washing/cleaning equipment, or cleaning work areas; monitors equipment operations to maintain efficiency and safety; reports faulty equipment.
- Assists with traffic control at work sites; flags traffic through/around work sites; sets up safety cones, barricades, barrels, and road/warning signs; assists other equipment operators in maneuvering equipment within work sites.
- Follows safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees, the public, and other individuals.
- Prepares or completes various forms, reports, correspondence, logs, checklists, work orders, hydrant charts, valve charts, flow charts, meter readings, vehicle maintenance reports, manhole reports, inventory records, timesheets, or other documents. Records events using the City's Cartograph maintenance and inventory program.
- Utilizes GIS Maps via a laptop and an I-Pad and communicates map corrections to proper GIS personnel at City Hall. Works diligently to help correct all GIS maps and as-built drawings.
- Receives various forms, reports, correspondence, work orders, maps, as-built drawings, manuals, regulations, policies, procedures, catalogs, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.
- Communicates via telephone; provides information and assistance; records/relays messages; responds to requests for service or assistance.
- Communicates with supervisor, employees, other departments, builders, developers, customers, vendors, the public, and other

individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

- Maintains shop building and grounds including but not limited to floors, breakroom, offices, restrooms, exterior grounds, landscaping, etc. Sweeps and cleans facility and takes garbage to dumpster as necessary.
- Other duties as assigned

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough understanding of Water Distribution and Wastewater Collection Systems
- Thorough knowledge of all materials and parts used in a Water Distribution and a Wastewater Collection System.
- Understanding of City and County Ordinances and State and Federal regulations that pertain to water and sewer systems
- Understanding of and ability to identify occupational hazards. Ability to implement safety procedures necessary to protect the life and health of each employee and the welfare of the City of Cumming.
- Ability to read and understand as-built plans, final plats, blueprints, easements and GIS maps.
- Ability to use a laptop and/or I-Pad and retrieve GIS maps online.
- Ability to work with or learn to work with City computer programs.
- Good communication skills both written and oral. This includes the ability to communicate effectively with other employees and the general public
- Ability to work as a team with other crew members
- Ability to operate under limited supervision.

DESIRED EDUCATION, TRAINING, AND EXPERIENCE

Graduation from a standard high school, vocational school, or willingness to obtain GED. Valid Georgia Commercial Drivers License (CDL) or ability to obtain a Georgia CDL within 12 months of hire date. Two year's experience in the water

distribution and/or wastewater collection field. Georgia Water Distribution Operator's License preferred.

MINIMUM PHYSICAL REQUIREMENTS

Must be able to exert up to 100 pounds of force occasionally and 50 pounds of force frequently. Physical demand requirements are at levels of those for heavy work.

FSLA Status: Non-Exempt

Acknowledged by: _____