

Job Title: Water Distribution Operator or Technician

Department: Town of Braselton - Water Department

Job Summary: This position is responsible for performing a wide range of tasks involving technical work in the areas of water distribution, water treatment and water customer service. Employees will be expected to cover 24-hour on-call shifts on a rotating schedule. Employees will occasionally cross train with and assist Wastewater crew members in the operation and maintenance of the wastewater collection system, treatment plant and reclaimed water system. Water Distribution Operators are licensed and Water Distribution Technicians have no licensing. The position reports to the Water Superintendent.

Major Duties: Duties include but are not limited to those listed below. Assignments will vary based upon the operational needs of the water distribution system. Duties will fall into one of four categories as listed below.

Water Distribution System Maintenance

- Repairs leaking or damaged water mains, service lines and meters.
- Installs water meters, service lines and water taps.
- Installs, repairs, maintains, and flushes fire hydrants.
- Operates a variety of tools including: hand tools, concrete saw, excavator, compactor, dump truck, dewatering pump, vacuum truck, boring equipment, chain saw, lawn equipment, portable generator, drill, and impact wrench.
- Operates and maintains a Town issued work truck.
- Patches concrete, sod, and asphalt
- Coordinates with, assists and oversees contractors.
- Utilizes SCADA system to monitor distribution system operations, responds to SCADA alarms and repairs SCADA system components.
- Operates, troubleshoots, and maintains pressure regulating valves and control valves.
- Operates, maintains and repairs drinking water well systems.
- Maintains inventory of tools and parts associated with water distribution system operation and maintenance.
- Calls in locate tickets with Georgia 811 as needed to complete work.
- Assists in locating water, sewer and reuse utilities as needed.
- Informs Public Works and customers of planned and unplanned water outages.
- Will respond to afterhours emergencies involving water main breaks, water supply outages and water quality issues.

Water Treatment

- Operates, and adjusts water treatment chemical feed systems at drinking water wells and vaults daily.
- Samples water produced at wells and keeps sample records in accordance with US EPA and Georgia state drinking water regulations.
- Samples water in the distribution system and delivers samples to local and state labs in accordance with US and Georgia state drinking water regulations.
- Tests distribution system chlorine levels and PH daily.
- Flushes distribution system to maintain water quality.
- Troubleshoots and repairs equipment, process and systems associated with drinking water treatment.
- Operates and maintains recreational water splash pad in accordance with health department standards.

Customer Service

- Reads water meters once monthly for water billing utilizing a tablet or handheld device linking to an AMR system.
- Responds to work orders and customer complaints regarding water usage.
- Responds to water quality complaints, questions, and concerns from customers.
- Responds to water pressure complaints from customers.
- Responds to customer reported water leaks.
- Interacts with Public Works personnel to address customer complaints and work orders.
- Interacts with Public Works personnel concerning monthly meter reading.
- Turns off water service to delinquent accounts.
- Represents the Town of Braselton at all times.

Wastewater system Maintenance

- Assists with clearing sewer system backups and blockages.
- Assists with sewer lateral, sewer lift station, manhole and treatment plant repairs and operations.
- Assists with Wastewater on-call emergencies as the situation requires.
- Cross trains with Wastewater personnel to gain an understanding of system locations and operations.

Skills, Knowledge, and Abilities required by Position:

- Ability to operate hand and power tools.
- Good communication skills as required to interact with coworkers, customers, contractors, government officials and the general public.
- Ability to prioritize work.

- Accurate and honest record keeping.
- Performing basic chemical tests.
- Understanding of hydraulic principles and function of water distribution systems.
- Mechanical inclination
- Use of tablets, GIS mapping systems, meter read software, cellphone.
- Understanding of drinking water regulations and treatment processes.
- Ability to safely operate a motor vehicle.
- Basic electrical system understanding.

Minimum Qualifications:

- High School Diploma or G.E.D.
- Previous experience in water distribution, water treatment, pipeline construction, utilities construction, utilities operations and maintenance or any combination of experience relative to the duties of the position.
- Valid State of Georgia Driver's License.
- Valid State of Georgia Water Distribution Operator or Water Operator License preferred but not required; level of licensing determines job title

Physical Requirements:

- Position requires climbing, kneeling, crouching, bending, walking, digging, feeling, talking, seeing, hearing and repetitive motion.
- Lifting and/or exerting up to 50 pounds of force/weight occasionally and up to 10 pounds of force/weight constantly to move objects.
- Employees will be subjected to confined spaces, moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperature, loud noises, and pathogens.
- Position will require 24 hours on-call assignment, overtime, or working weekends and holidays.

