

Jericho Underhill Water District
PO Box 174
Underhill, Vermont 05489

JOB DESCRIPTION

Title: Assistant Water System Operator (Part Time)

Revision Date: July 7, 2008. Updated based on feedback received after 6-5-08 Meeting.

Review: This document to be reviewed next on September 2009; and annually thereafter.

Qualifications:

- High School Diploma or equivalent
- Class 3 Certification
- Knowledge of basic plumbing and electricity
- Capable of using hand tools

Grades:

Assistant Operator: Novice	3 months probationary period
Assistant Operator: In-Training	2 years maximum including probationary period
Assistant Operator	Certified Class 3 Operator and 2 years experience

Scope of Job

- Assist the Chief Operator, and provide backup for same.
- Perform the duties of the Chief Operator in his absence.
- Perform Water System Operation, Testing, and Maintenance Tasks.
- Monitor and record water usage and operational status of system.
- Take required courses to become certified, and maintain certification.

Supervision

The assistant operator receives job direction from the chief operator or manager of the district.

Specific Tasks: Water System Assistant Operator

This task list is subject to change based on the needs of the system as identified by the Chief Operator (Manager) or the Board.

This task list requires up to 4 hours weekly.

Operational Tasks:

Meet with the Chief Operator weekly (Wednesday mornings) to assist in control building checks; job planning and coordination; testing; and training.

Conduct the weekly (Wednesday morning) tasks in the absence of the Chief Operator.

Check Control Building 1 (57 River Road) twice a week (Monday and Friday) for general functioning of chemical pumps, chemical solution feed levels, proper settings of chemical

pumps, well pumps, surge control, recorder, space heater (winter), dehumidifier operation, leaks, vandalism. It is most important to be observant! Examples follow:

- a. Was the gate padlock tucked up into the box so it is protected from weather and hidden from view?
- b. Has the control building door been tampered with?
- c. Is there a different smell in the building? (If “rotten egg” odor test for hydrogen sulfide).
- d. What is the water level in the storage tanks? (Tank 1 is generally above 27 ft and Tank 2 is generally above 26 ft).
- e. Is there any sudden drop in the water levels indicating a fire or is someone stealing water. (Check wall mounted chart recorder).
- f. Are the well pumps running? Or should they be running and not?
- g. Is the floor wet in the control building? If so why? (condensation, a leak)
- h. Are the chemical containers full enough so as not to run out before the next visit?
- i. Are the chemical pumps pumping chemicals?

Refill chemicals as needed. (Replace empty barrels and clear pumps).

Record pertinent data and system activities

Keep the control building orderly including: records, tools, spare parts, materials.

Do minor maintenance such as snow shoveling (at control building entrance, raking gravel back on to drive, trash removal, as needed).

Assist in responding to customer questions.

Other tasks as assigned.

Testing:

Become proficient in routine testing; serve as a backup tester if needed.

Routine testing includes thrice weekly testing for residual chloride and fluoride, and testing for phosphate. General directions for testing are:

- a. When testing make sure well pumps are off and the test faucet has run for 5 to 10 minutes before drawing a sample.
- b. Tester and test procedures are located in the Test Kit box
- b. The acceptable limits are as follows:
 - Chlorine (Cl₂): range between 0.2 and 0.6 ppm (parts per million)
 - Phosphate (PO₄): range between 0.75 and 1.50 ppm
 - Fluoride (F): range between 0.7 and 1.0 ppm
- c. If low trouble shoot reason and correct
- d. If high adjust pumps to reduce levels.

Assist at the direction of the chief operator with water system testing, sampling and submissions as required by the state.

Maintenance:

Assist with periodic hydrant flushing (Typically spring and fall)

Install/remove/replace hydrant flags as needed

Assist with periodic exercise of hydrants and valves

Adjust Erie boxes to grade level as needed.

Perform routine painting including hydrants, hydrant flags, system buildings and property.

Perform routine or minor repairs as directed.
Keep computer records up to date including Erie box locations.
Monitor snow plowing, grass cutting, and such.
Do minor snow shoveling (control bldg entrance, hydrant, etc.) as needed.
Arrange for disposal/removal of trash as necessary from district property.
Weekly check the Maple Ridge storage tank for vandalism and maintenance
Weekly check the Poker Hill storage tank for vandalism and maintenance
Quarterly check the production wells, well heads, test wells and security fence for vandalism and maintenance needs. Check integrity of vent to ensure prevention of contamination. Check stream bank for erosion.
Quarterly check the Maple Ridge cistern for vandalism, maintenance needs and water level.
a. Open the cistern cover and check the water level. (It should be full, and not running over).
b. If low, check time clock in valve pit at Maple Ridge Tank and make necessary adjustments.
c. Also if low, check to see if the cistern pump (located in the valve pit at the Maple Ridge Tank) comes on. (Should hear it running).
d. If overflowing, time may have to be cut back.
Quarterly check Pump House 1, Storage Bldg, fences, wells, culverts and drainage ditches, and district property for vandalism and maintenance.
Quarterly exercise and lubricate all padlocks

Problems

Make sure all problems and their solutions are recorded in the log book with date and time.
Make sure the Chief Operator is notified of any potential or existing problems
Follow up the next day to make sure that any problem has been corrected.

Projects

Be available to assist as directed in planning, and executing repairs and projects.

Emergencies

If available, assist as directed in emergency problems and repairs.

Training

Enroll in and complete the operator certification program

Monthly Board Meetings

Attend monthly board meetings and be present for the Chief Operators/Operations Report

Work Hour Reporting

Hours worked, mileage, and a description of the task must be submitted monthly in writing by the last day of the month to the treasurer. The submittal will be reviewed for approval by the trustees at the next regular monthly Board meeting.