

<i>Mayfield Town</i> <i>“Our Heritage Our Future”</i> <i>Settled 1871</i>	Job Announcement
Job Title: Water Operator I	FLSA Status: Non-exempt
Reports to: Mayor & Council	Status: Part-time
Department: Public Works	Salary: \$16,000 annually
Opening Date: August 13, 2020	Closing Date: September 2, 2020 4:00 PM

Mayfield Town is accepting applications for a permanent part-time (20 hr/week) Town Water Operator.

The job will require a variety of duties related to construction, maintenance and repairs of Mayfield Town public works systems which are, but not limited to:

- Electronic Meter Reading-Master Meter
- Maintain distribution system water lines
- Troubleshoot equipment such as pumps, heavy machinery, telemetry systems etc...
- Repair broken water lines, install water lines and service lines
- Maintain distribution system PRVs, pressure relief valves
- Exercise valves and maintain fire hydrants
- System Flushing
- Sampling as needed to monitor water quality and assure local state and federal standards are met.
- Maintain Chlorine regulation system
- Install, and maintain water meters
- Maintain chlorine residual in water system
- Participate in on-call status
- Operate and monitor the SCADA system
- Respond to emergencies in a timely manner
- Practice safe working procedures at all times
- Operate dump truck, backhoe, as needed
- Maintain files related to maintenance operations
- Purchase Operating & Maintenance inventory, supplies and equipment
- Coordinate trouble calls with office
- Process some County, State and Federal reports related to system maintenance
- Respond to customer complaints and/ or questions
- Maintaining the Town’s wells, springs, tanks and chlorinator stations, including areas around them.
- Work closely with the Town Recorder to shut off delinquent accounts and connect new water service.
- Mark blue stake requests.
- Attend Town Council meetings as needed.

Minimum Qualifications, Education and Experience:

High school diploma or GED

Minimum 1-year job-related experience

Ability to certify and maintain at least a Distribution Grade I, Utah State Division of Drinking Water Certification.

Ability to certify and maintain the Cross Connection Program Administrator Certification.

Must possess a valid Utah driver license

Basic computer knowledge

Knowledge, Skills and Abilities:

- Working knowledge of surveying and surveying methods and interpretation of plans.
- Ability to maintain basic equipment-small tools and heavy equipment.
- Ability to read and interpret plans and specifications.
- Ability to establish and maintain effective working relationships with employees, contractors, other agencies and the public.
- Ability to follow written and oral instructions.
- Ability to communicate effectively, both verbally and in writing.
- Knowledge of Microsoft Word and Excel programs is preferred.
- Ability to safely work in extreme weather
- Maintain Certifications needed as per Utah Divisions of Drinking Water and Water Quality.
- Maintain Cross Connection Program Administrator Certification.

Tools & Equipment Used:

- Personal computer, including word processing, spreadsheets, and database software
- Calculator, smart phone, mobile or portable radio
- Motor vehicle, dump truck, backhoe, UTV
- Basic hand and power tools

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is regularly performed in outside weather conditions.
- Often work is performed in excavations and roadways
- Often exposure to wet and/or humid conditions, mud, snow and ice, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration
- Noise level in the work environment is usually moderate to loud
- Confined space possible

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed mostly in field settings. Considerable outdoor work is required in the installation and maintenance of water system facilities. Hand-eye coordination is necessary to operate testing instruments, heavy equipment, computers and various pieces of office equipment.
- While performing the duties of this job, the employee is regularly required to stand; sit; walk; talk or hear; use both hands to finger, handle, feel or operate objects, tools, or controls; and reach with

hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

Competency:

To perform the job successfully, an individual should demonstrate the following competencies:

- Attendance/Punctuality: is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.
- Communication: speaks clearly in positive or negative situations; listens without interrupting and asks questions to get clarification.
- Professionalism: approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.
- Safety and Security: observes safety and security procedures at all times; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.
- Team Work: balances individual and team responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed; recognizes accomplishments of other team members.
- Dependability: follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; completes tasks on time or notifies appropriate people with an alternate plan.
- Quality: demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.

Position Type/Expected Hours of Work:

This is a part-time position. Regularly scheduled days and hours of work vary totaling 20 regular hours per week. Additional hours of work can be expected from time to time outside of the regularly scheduled working hours. Expected to participate in on-call status.

AAP/EEO Statement:

Mayfield Town is an equal opportunity employer. We prohibit unlawful discrimination against applicants or employees in employment opportunities or practices on the basis of race, color, religion, sex (including pregnancy, childbirth, pregnancy-related conditions, breastfeeding, or medical conditions related to breastfeeding), national origin, age 40 or over, disability, sexual orientation, gender identity, military status, genetic information, or any other class or expression protected by applicable state or local law.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

SUSPENSION OF PROCESS, ETC.: The Town reserves the right to reject any and all applicants; to waive any requirement set forth in this Announcement; and to hire anyone deemed to be in the Town's best interest, all subject to legal requirements. Any application in response to this Announcement is at the applicant's sole risk and expense. Although the Town anticipates hiring one of the applicants responding to this Announcement, there is no guarantee that any responding applicant will be hired.

Application & Contact Info:

You can pick up an application at the Mayfield Town Hall Monday-Thursday from 8:30 a.m. to 4:00 p.m. or online at www.mayfieldtown.org , email mayfieldtownutah@gmail.com or call Amanda @ 435-528-5061.

Mayfield Town Council