

## JOB DESCRIPTION

### North Garland County Regional Water District

<b>TITLE:</b>	<b>Water Distribution &amp; Plant Technician</b>
<b>DEPARTMENT:</b>	<b>Distribution &amp; Plant</b>
<b>REPORTS TO:</b>	<b>General Manager</b>
<b>PAY</b>	<b>Depends on Qualifications</b>
<b>FSLA</b>	<b>Nonexempt</b>

### DESCRIPTION OF WORK

#### General Statement of Duties

**DISTRIBUTION** – Performs skilled labor and equipment operation duties relative to the repair and maintenance of water mains, water services, fire services, and meter reading.

**PLANT** – After training: performs unskilled to semi-skilled work relative to the operation of the Districts water production plant.

#### Supervision Received

Works under general supervision of an administrative superior and/or General Manager.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*(Any one position may not include all of the duties listed, nor do the listed examples include all duties that may be found in positions of this class.)*

#### DISTRIBUTION

Meter Reading, assist in the installation and repair of water mains, water services and fire services; dig and backfill ditches; shovel gravel and dirt; repair streets where water line repairs have been broken; sweep up debris; repair lawns; hauls gravel and pipe; manually connects piping in ditches; trucks, trailers, air compressors, jackhammers, pipe wrenches, gasoline-operated ditch pumps, pipe saw, vibratory compactors and/or other equipment, tools and machinery associated with waterworks operations; reads water meters; replace meters and modules as needed, go out on workorders issued by the office, profile on water meters, inspect water lines, plumbing inspections; performs related work as required. Mowing and weed eating. Performs other work as required. Attend all Training and continuing education classes **Will be required to work after normal working hours during the week, this includes nights, weekends, holidays and be on call 24 hours a day as needed.**

#### PLANT

Under close supervision, receives training and develops ability to perform the following duties – recording water plant operating data from charts, meters and gauges; starting and stopping electrical, mechanical, compressed air or water operated devices, water pumps, valves, liquid bleach and liquid fluoride feeders; stocking feeders with dry and powdered chemicals, some of which are classified as hazardous; performing maintenance checks and determining corrective measures for interrupted processes; performs related work as required. Mowing and weed eating. Attend all Training and continuing education classes. **Will be required to work after normal working hours during the week, this includes nights, weekends, holidays and be on call 24 hours a day as needed.**

### QUALIFICATIONS

#### Knowledge, Skills & Abilities

##### DISTRIBUTION

Considerable knowledge of construction and maintenance of water lines, water services and fire services; considerable knowledge of operational hazards and safety precautions for working in public areas; waterworks tools and piping practices; pipe wrenches, gasoline operated ditch pumps, pipe saws and vibratory compactors; skill in the use and care of hand tools, trucks, trailers and other construction equipment and machinery; ability to understand verbal and written instructions; establish and maintain effective working relationships, perform manual labor tasks in wet locations and under varying weather conditions. Must be able to process paperwork. Computer knowledge to read water meters.

**PLANT**

Some knowledge of operation and maintenance of pumps, motors and other water production equipment; electrical instrumentation; ability to learn to interpret information and respond to interpretation; prepare and maintain accurate and timely records; detect mechanical and electrical problems and determine corrective action; ability to establish and maintain effective working relationships; ability to understand and follow verbal and written instructions, ability to work independently after initial training.

**Education (Distribution & Plant)**

High school graduation or equivalent

**Preferred Experience**

**DISTRIBUTION** – A minimum of two (2) years in the repair, replacement and maintenance of water mains, water services, and fire services.

**PLANT** – At least six months in operation of a water production plant or other comparable facility.

**Substitution (Distribution & Plant)**

Any equivalent of education and experience.

**Special Requirements (Distribution & Plant)**

1. A valid Arkansas Driver’s License with a clean driving record.
2. Pass a drug test.
3. Within (1) year must obtain a Grade 1 License in Distribution and/or Treatment and Plumbing Inspectors License
4. Pass a background check.
5. References.

**PHYSICAL DEMANDS**

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

**DISTRIBUTION & PLANT**

Frequently stands, walks, talks and hears; occasionally sits; uses hands to handle objects; reaches with hands and arms; stoops, kneels, crouches, crawls, climbs or balances; may use sense of taste or smell; specific vision requirements include close, color, distance, peripheral, depth perception and the ability to adjust focus; occasionally required to lift up to 100 pounds.

**WORK ENVIRONMENT**

*(The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job.)*

**DISTRIBUTION & PLANT**

The noise level in the work environment is usually moderate to very loud; exposed to outdoor weather conditions, fumes or airborne particles, toxic or caustic chemicals and wet, humid conditions and extreme heat (non-weather); works in high precarious places and near moving mechanical parts; at risk for electrical shock and/or vibration.

SEE NEXT PAGE AND SIGN!

Revised July 9, 2024

**NORTH GARLAND COUNTY REGIONAL WATER DISTRICT**

I \_\_\_\_\_ do hereby agree that I will be required to be on call to work 24 hrs a day. This includes being required to work after normal working hours during the week, nights, weekends, holidays, etc. as required.

\_\_\_\_\_ Date \_\_\_\_\_

Signature