

ROUND MOUNTAIN WATER AND SANITATION DISTRICT
RESOLUTION NO. 2017-2

A RESOLUTION TO APPROVE THE JOB DESCRIPTION AND PAY RANGE FOR THE POSITION OF CERTIFIED OPERATOR IN RESPONSIBLE CHARGE.

WHEREAS, the existing job description for the Operator in Responsible Charge is no longer relevant because the position has been upgraded to the title of Certified Operator in Responsible Charge;

WHEREAS, the District Manager has created a job description that more accurately reflects the duties, responsibilities, knowledge, skills and abilities that this position requires, and;


WHEREAS, the job description for the Certified Operator in Responsible Charge is attached to this resolution and shall remain in effect until replaced by board action.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE ROUND MOUNTAIN WATER AND SANITATION DISTRICT, COLORADO that the job description and pay status for the position of Certified Operator in Responsible Charge has been approved and is effective on the date signed below.

APPROVED AND ADOPTED this 5th day of January 2017.


Peggy Quint, Chair

ATTEST:


Randall Wilhelm, Treasurer



RMWSD
JOB DESCRIPTION

TITLE: CERTIFIED OPERATOR IN RESPONSIBLE CHARGE

PAY : \$24.04/ HR.

SUPERVISOR: DISTRICT MANAGER

FLSA STATUS: NON-EXEMPT

JOB SUMMARY:

Persons in this position are required to work under the direction of the District Manager to perform professional level operation and maintenance activities associated with the water and wastewater systems of the Round Mountain Water and Sanitation District (RMWSD). This position is a highly responsible permanent full-time position normally scheduled to work 40 hours per week. As a permanent full-time position, it is eligible for full-time benefits as described in the district's personnel manual. Individuals in this position will generally be responsible for scheduling and supervising the work of several other field technicians and laborers. This position is required to serve on-call duties on a rotating basis with other technicians.

GENERAL STATEMENT:

This position requires individuals who are versatile and able to focus on the job at hand as well as maintaining situational awareness at all times to watch out for workplace hazards.

DUTIES AND RESPONSIBILITIES:

Essential Activities

- 1.) Operate the Water and Wastewater systems owned by the district in a manner that consistently provides water and wastewater services to the community in accordance with State and Federal laws.
- 2.) Ability to learn, follow and train others to learn and follow safety procedures.
- 3.) Ability to coordinate the efforts of all employees assigned to work in the water and wastewater systems of the district to properly operate and maintain its various systems.
- 4.) Ability to operate and coordinate the maintenance of fleet vehicles and excavation equipment.
- 5.) Responsible for insuring that monthly water meter readings are completed accurately in a timely manner for use by the billing clerks to mail out monthly bills.
- 6.) Effectively organize materials and equipment to complete assigned tasks.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Remain calm and courteous in dealings with fellow employees, supervisors, contractors, and citizens.
2. Concentrate on detail despite interruptions and other distractions.
3. Considerable amount of physical activity is required for this position. This worker must be able to routinely lift up to 50 lbs, such as lifting pumps and motors.
4. Be able to operate common hand tools of all types, including but not limited to gas powered mowers and string trimmers, jumping jack compactors, be able to operate a small tractor and brush hog.
5. Have the physical ability to climb up and down ladders, enter trenches, walk over uneven or slippery ground surfaces, and operate the equipment listed and other equipment commonly found in outside construction work.
6. Have mental, auditory, speaking and vision abilities sufficient to be able to hear and see potential problems, safety issues, and to take action quickly to take appropriate action to warn others of impending threats.
7. Have the ability to effectively use common business machines, SCADA, computers, phones and other technology to perform the tasks associated with this position.

WORKPLACE CONDITIONS:

This position will require working outdoors and indoors. Outside tasks are required and will include exposure to local weather conditions including, high winds, ice, rain, heat, dust and other conditions normally associated with high altitudes. Hazards to life, limb and health have the potential to develop rapidly at any work area associated with a water/wastewater utility.

MINIMUM QUALIFICATION REQUIRED:

CERTIFICATIONS AND LICENSES:

- 1.) This employee shall possess a valid Class "R" Colorado Driver's License.
- 2.) And a Colorado small systems certificate or higher

EDUCATION:

Minimum: High school diploma or equivalent.

EXPERIENCE:

Several years of experience in the construction, operation and maintenance of water and wastewater treatment, distribution and collection systems.

TERMS OF EMPLOYMENT:

This class specification should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this position. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification.