



# North Conway Water Precinct

PO Box 630 • 104 Sawmill Lane • North Conway, NH 03860  
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## POSITION DESCRIPTION

Position Title: Water Operator  
Reports To: Water & Sewer Foreman  
Salary Range: Varies Based on Qualifications  
FSLA Status: Hourly  
Revision Date: April 2023

### POSITION DESCRIPTION

The Water Operator is responsible for operation and maintenance of the water treatment, water distribution, and sewer collections infrastructure, including operation, maintenance, and limited administration.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Specific duties will include, but are not limited to:

#### Administrative

- Record keeping, including data collection, organization, and retention as directed by the Superintendent and Water & Sewer Foreman

#### Operational

- Maintenance of all physical plant structures and grounds
- Manual labor
- Mobile equipment operation
- Water meter installation, testing, & repair
- Backflow device installation, testing, & repair
- Monitor and control of all water treatment processes
- Operation, maintenance, and repair of all plant equipment
- Laboratory testing and sampling
- Other duties as assigned by the Superintendent and/or Water & Sewer Foreman

#### Safety

- Ensure all Federal, State, and local safety regulations are followed
- Support and maintain a culture of safety among employees

#### Public Relations

- Interaction with customers and contractors

## DESIRED MINIMUM QUALIFICATIONS

### Education & Experience

- Minimum of two (2) years of experience in the operation of water and/or wastewater facilities, plumbing/mechanical trades, and/or heavy construction.
- Education/training in water treatment operations a plus.
- Experience operating heavy equipment a plus.

### Knowledge, Skills, and Abilities

The Water Treatment Operator will assume a critical public health role in the Precinct and will possess above-average skill in the following areas:

- Mechanically inclined, including an ability to learn, troubleshoot, and repair new mechanical systems
- Knowledge of water treatment processes, process control, process monitoring, and maintenance a plus
- Personal Traits
  - Clear and effective communication
  - Attention to detail
  - Ability to teach, and learn from, other employees
  - Dependability and punctuality
  - Problem solving ability
  - Integrity and fairness
  - An even temperament
  - Exhibit a "can-do" attitude
- Work well as part of a team
- Math, language, and computer skills
  - Add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals
  - The ability to read, write, understand, and communicate in the English language

## SUPERVISION EXERCISED

May perform construction observation and supervision of contractors.

## LICENSING AND CERTIFICATION

- Currently has, or is able to obtain within 2 years, NHDES Water Treatment Operator Grade I certification
- Currently has, or is able to obtain within 2 years, NHDES Water Distribution Operator Grade I certification
- Currently has, or is able to obtain within 6 months, NEWWA Backflow Tester certification

- Commercial Driver's License (Class B acceptable)

## **TOOLS AND EQUIPMENT USED**

- Mobile Equipment (e.g., dump truck, loader, backhoe, etc.)
- Power and hand tools
- Computer and peripherals
- SCADA, HMI, and process instrumentation
- GIS and survey equipment
- Engineered drawings
- Laboratory chemicals and equipment

## **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.

When performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; bend, stoop, or crouch; occasionally lift objects up to 50 lbs.; occasionally move objects up to 100 lbs.; talk; see; and hear.

## **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.

The employee regularly works in an industrial environment at the water treatment facilities, outdoors and in trenches for water distribution work, and occasionally in an office environment. Employee is often outdoors and is regularly exposed to outside weather conditions; natural hazards; vehicular traffic; moving mechanical parts; risk of electrical shock; chemicals; and loud noises. Employee may be exposed to strong odors and blood borne pathogens / disease.