

POSITION SUMMARY AND APPLICATION INSTRUCTIONS

Water Utility Operator

The Roxbury Twp. Water Dept. is accepting applications for this full-time position. This position is responsible for the inspection and maintenance of the system facilities to ensure a safe and reliable potable water source and compliance with all Federal, State and Local regulations. Responsibilities include collection of samples, meter reading data, responding to emergencies and customer complaints and the repair of water mains and service connections. The candidate shall have one (1) to three (3) years of experience and/or completion of NJDEP approved training course(s) relating to water distribution and treatment systems. NJDEP certified W-1 and T-1 licenses preferred.

Send applications and resume to: Michael A. Kobylarz, Township of Roxbury, 1715 Route 46, Ledgewood, NJ 07852 or kobylarzm@roxburynj.us

JOB DESCRIPTION

WATER UTILITY OPERATOR

GENERAL PURPOSE

To perform tasks related to the safe and reliable operation and maintenance of a public water system including treatment and distribution.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Assists with the inspection and maintenance of booster stations, storage tanks, well house facilities, meters, chemical feed pumps, valves, hydrants and shut off valves.

The collection and interpretation of meter reading data.

Collection of water samples to test for various parameters for NJDEP compliance in conformance with proper collection techniques.

Responds to emergencies concerning water distribution issues, including water main breaks, and power failures.

Assists with the installation and repair of water mains and service connections.

Maintenance of all facility buildings and grounds.

Responds to customer complaints/requests, investigates unusual water usage, and repairs utility equipment within homes and businesses.

Basic understanding of SCADA system operations.

Assists Road Department with snow removal including sanding and plowing.

PERIPHERAL DUTIES

Operates a variety of power construction and maintenance equipment used in the department including utility trucks, lawn maintenance equipment, power tools and diagnostic equipment.

Performs other duties as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

Graduation from high school or GED equivalent

One (1) to three (3) years of experience and/or completion of NJDEP approved training course(s) relating to water distribution and treatment systems including the operation of related equipment.

Experience with the maintenance of stationary pumps and motors.

Necessary Knowledge Skills and Abilities:

Mechanical / electrical knowledge as it relates to the repair and maintenance of pumps and motors.

Knowledge of utility installations including trench safety and traffic control.

The safe handling of chemicals and basic knowledge of chemistry used in water treatment.

Ability to perform basic math calculations.

Knowledge in computer use and software programs including Excel, Word and Outlook.

SPECIAL REQUIREMENTS

Valid NJ drivers license

NJDEP certified W-1 and T-1 licenses preferred

Resides within 30 minutes of the Township to respond to emergencies preferred

Overtime required to work assigned weekend and holiday schedule

Required scheduled on-call time to be available for emergency situations

PHYSICAL DEMANDS

The physical demands described here are a 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 essential duties.

While performing the duties of this job, the employee is regularly required to use hands and fingers to feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to sit, stand, talk and hear. The employee is occasionally required to walk; climb or balance; stoop, kneel, crouch or crawl; and smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

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.

While performing the duties of this job, the employee routinely works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment varies between moderately quiet to loud depending on the setting.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.