

**Town of Williamsburg
Job Description**

Maintenance Worker / Water Operator

NATURE OF WORK

Individual is responsible for maintenance of the Town of Williamsburg water system, roads, signs, drainage, and parks under the general direction of the Town Clerk with specific supervision by the Town Board or designated Trustee; and in compliance with State of Colorado regulations relating to water operation.

Tactful interaction with citizens and other agencies is required.

SUPERVISION RECEIVED

The position is directly responsible to the Town Board or Board Designee. Normal daily contact is with the administrative staff. A conscientious self-starter with a "can do" attitude is required.

SUPERVISION PROVIDED

Occasional supervision of contractors and/or part time workers by be required.

DUTIES AND RESPONSIBILITIES

Specific duties and responsibilities of this job:

1. Have a working knowledge of the Williamsburg water system.
 - a. Perform water System maintenance and repair as directed.
 - b. Perform water meter shut-off, turn on and tor repair as directed.
 - c. Manipulation of water valves, fire hydrants, tools and equipment associated with job tasks.
3. Read water meters.
 - a. Verify the monthly meter reading schedule with the water billing clerk.
 - b. Secure and check the water meter reading book, printout, or equipment.
 - c. Note observation of any leaks or running meters.
 - d. Shut service off on accounts as designated by the water clerk.
4. Grade, shape and maintain the Town roads, drainage, and public properties.
 - a. Operate and maintain associated equipment.
5. Erect, repair, move, install signage, and equipment.

6. Mow, clean, remove trash, and repair parks or public space areas, clean the Town building at least every two weeks.
7. Order supplies, maintain spare parts, repair equipment, and associated items for all job requirements keeping within Town Budget.
8. During inclement weather, insure the main roads are cleared, sanded, or otherwise in safe driving condition.
9. Perform Water Operator Duties which include, but are not limited to:
 - A. Paperwork:
 - a. State of Colorado Correspondence
 - b. Water Customer Correspondence (deliver shut-offs)
 - c. Maintain water files and post all water tests results and reports
 - d. Oversee Water Billing (Review billing and reports for possible red flags on low and high water usage, illegal water taps or hook-ins and possible leaks with the System)
 - B. Water Testing:
 - a. Perform a Water Test(s) as required by the State of Colorado and Colorado Dept. of Public Health and maintain proper inventory of test kits and supplies needed to perform tests.
 - b. Maintain Public Contact regarding water testing and posting of all test results as required by the State of Colorado, Local Water Districts and the Colorado Dept. of Public Health and reporting test results to the appropriate agency/agencies.
 - C. Water Breaks:
 - a. Work on all Water Mains, Meters and Appurtenances is to be supervised by the Water Operator. No one is allowed to dig, repair or change anything related to water without prior contact, permission and supervision of the Water Operator. Repairs may not be authorized by anyone except the Water Operator.
 - D. Water Locates:
 - a. All Water locates will be performed by the Water Operator to meter pits only. Locates beyond the meter pits are the responsibility of the property owner. Locates for UNCC concerning water will be performed or ordered by the Water Operator.
 - E. Water Shut-off and Turn-ons:
 - a. The Water Operator will perform all turn-ons and shut-off for homeowners or as ordered by the Town. Maintenance Personnel may shut off water by notifying the Water Operator before shut-off except in an emergency and the Water Operator must be notified immediately. If the Fire District flushes meters, the must first notify and schedule with the Water Operator and be supervised by the Water Operator.

E. Meter Reading

- a. Monthly meter readings will be performed on the 25th of each month or as close as possible.

10. Perform other duties as assigned by Town Clerk, Town Board, or designee.

QUALIFICATIONS

The minimum qualifications for this position are:

1. Ability to accurately read and write numbers, addresses, names and observations in the English language.
2. Ability to perform physical actions including stooping, kneeling, reaching, walking, and working with the public. Work requirements may require working during adverse weather conditions.
3. Have a general knowledge of Town Codes and be able to tactfully inform the public of possible violations.
4. Be able to work standard and nonstandard hours and days to contact residents and attend Town meetings while staying within the normal work week total hours.
5. Routine activities of the position require problem solving ability.
6. Produce reports, notices, and documents either oral or written.
7. A current Colorado Driver's License and/or permits required for equipment operation.
8. Possession of a current Water Operators Certificate.
9. The Water Operator will have their own hand tools and have major equipment at their disposal as needed and operated by personnel authorized by the Town.

WORKING CONDITIONS

The majority of work will be outdoors. Physical activities include working with tools. Job performance during adverse weather may be required. Specialty tools and equipment are provided.

ESSENTIAL FUNCTIONS

1. Maintain the Williamsburg water, road, drainage, and parks.
2. Attend and represent the Town Maintenance Department at Town meetings.
3. Clear and accurate communications, both written and oral.
4. Read Water meters
5. Perform Water Operator Duties

SALARY RANGE FOR THIS POSITION

1. The salary range for the position is dependent on qualifications and certifications. The range is \$13.00 to \$17.00 per hour (annual rate \$21,632.00 - \$28,288.00), and may be adjusted at any time by the Town Board. Salary is payable on the current schedule established by the Board.

2. The normal working hours are 8am to 4pm Monday thru Thursday for a total of 32 hours per week. The employee must check in with the staff in Town Hall either in person or by telephone no later than 10 am each work day. The office needs to be notified of time off 24 hours prior to the date taken. Overtime for emergencies, such as snow removal, is allowed. Payment may be at the regular rate or compensatory time ("comp" time) may be taken.

3. General Miscellaneous Compensation:

A. The Town of Williamsburg shall pay for membership in the Colorado Rural Water District, testing supplies and training seminars.

B. The Water Operator is covered by CIRSA insurance under the Town Policy when working within the Town and by CIRSA legal staff and Town Attorney.

4. Notice to Terminate Position:

A. The function of Maintenance Worker / Water Operator is an at will position. The Maintenance Worker / Water Operator shall give the Town at least a 30 day written notice if they wish to terminate the position. A position review shall be given at the end of one (1) year of service.

B. An employee in this position can be terminated with just cause at any time without notice and severance pay (not to exceed one week's wages) may not be provided.