



# Job Title: Equipment Operator

**Status:** Nonexempt

**Date:** March 21, 1986

**Written By:** Lynn Behrns

**Department:** Water & Sewer

**Immediate Supervisor:** Water & Sewer Foreman

**Revised:** March 8, 2021

**Revised By:** Heather Russell

**Grade:** F

**Salary Range:** \$18.47 - \$23.22

## SUMMARY

Under the direction of the Foreman, Water and Sewer, reads, connects, disconnects, tests and repairs water meters; participates in the construction and maintenance of water distribution and sewage facilities, including the operation of equipment used in the construction and maintenance of water distribution and sewage facilities.

## RESPONSIBILITIES AND DUTIES

Note: This list is neither absolute nor restrictive, but indicates approximate responsibilities and duties, which may be redefined pursuant to operational needs.

### 1.0 Reads residential and commercial water meters.

- 1.1 Obtains water meter cards, indicating meters to be connected and disconnected, from City Hall.
- 1.2 Records addresses and meter numbers of meters to be connected and disconnected.
- 1.3 Reads meters, records readings on meter reading cards and turns cards in to City Hall.
- 1.4 Takes monthly meter readings to determine water usage of city facilities.
- 1.5 Pump water out of water meter pits, using portable pump.

### 2.0 Connects water meters in initiate water service.

- 2.1 Removes plugs from customer side of water service lines.
- 2.2 Installs water meters.
- 2.3 Tightens unions on water meters, using wrenches.
- 2.4 Opens valves on water main side of service lines.

### 3.0 Disconnects water meters to discontinue water service.

- 3.1 Closes valves on water main side of water service lines.
- 3.2 Loosens unions on water meters.
- 3.3 Removes water meters.
- 3.4 Installs plugs in customer side of service line.

### 4.0 Tests water meters to ensure accuracy and repairs defective water meters.

- 4.1 Test water meters, using one hundred-gallon and ten-gallon water meter testers, to determine accuracy of meters.
- 4.2 Repair water meters by replacing defective parts.

- 4.3 Cleans water meters and water parts, using cleaning acid and water.
- 4.4 Reassembles water meters.
- 5.0 Participates in the inspection and maintenance of wastewater lift stations.
  - 5.1 Inspects electric motors, pumps, and air compressors to see if operating properly.
  - 5.2 Inspects and replaces bearing packing.
  - 5.3 Cleans pump impellers.
  - 5.4 Tightens bolts on packing glands to reduce leaking of bearings.
  - 5.5 Applies odor controlling chemicals to wet wells.
  - 5.6 Drains water out of air compressor air tanks.
  - 5.7 Lubricates moving parts.
  - 5.8 Participates in the replacement of defective pumps.
  - 5.9 Pump sewage out of wet wells, using trash pumps.
- 6.0 Operates equipment used in the construction and maintenance of water distribution and sewage facilities.
  - 6.1 Operates backhoe to excavate and backfill.
  - 6.2 Operates sewer machine to clear sewer line blockages.
  - 6.3 Operates front-end loader and loader portion of backhoe to load materials into dump trucks.
  - 6.4 Operates tank truck to transport water for use in sewer machine.
  - 6.5 Operates air compressor to supply compressed air to jack hammer.
  - 6.6 Operates power tamper to compact dirt and gravel.
  - 6.7 Operates dump truck to transport and dump gravel and other materials.
- 7.0 Participates in the installation of residential and commercial water service taps.
  - 7.1 Attaches tapping machine to water mains.
  - 7.2 Drills holes into water mains, using drill bit and ratchet.
  - 7.3 Threads holes in water mains.
  - 7.4 Attaches corporations to water mains.
  - 7.5 Runs water lines from taps to meter jars.
  - 7.6 Turns corporation valve on to start flow of water.
- 8.0 Participates in the inspection and maintenance of water and sewer lines.
  - 8.1 Digs to locate leaks and to allow the repair of water and sewer lines, using backhoe and shovels.
  - 8.2 Replaces defective portions of service lines.
  - 8.3 Thaws frozen service lines, using water line thawing machine.
  - 8.4 Repairs leaks in service lines.
  - 8.5 Repair leaks in water meter/service line connections, by replacing defective washers and curb stops.
  - 8.6 Backfill trenches and holes, using backhoe and shovels.
  - 8.7 Operates jackhammer to break up concrete and asphalt to locate manhole covers, water mains and water valve covers.
  - 8.8 Compacts dirt and gravel, using power tamper.
  - 8.9 Flushes rust and sediment out of fire hydrants.
- 9.0 Participates in the construction of new water and sewer lines.
  - 9.1 Digs to produce flat surfaces in bottom of trenches, using shovels.
  - 9.2 Joins sections of pipe.
  - 9.3 Installs fire hydrants and valves.
- 10.0 Assists in the maintenance of water treatment plant.
  - 10.1 Changes oil in primary and secondary basin motors.
  - 10.2 Installs manhole rings on top of manholes.

- 10.3 Fill around manhole rings with asphalt, using shovels.
- 10.4 Compacts asphalt, using power tamper.
- 11.0 Assists in the maintenance of water treatment plant.
  - 11.1 Changes oil in primary and secondary basin motors.
  - 11.2 Lubricates moving parts as needed.
  - 11.3 Scrapes line sludge off walls and floor of primary and secondary basins.
- 12.0 Assists in the maintenance and treatment of sewage treatment lagoon.
  - 12.1 Adds chemicals to lagoon water as requested by Water Plant Operator or Foreman, Water and Sewer.
  - 12.2 Cuts brush around lagoon, using chain saw.
  - 12.3 Obtains water samples as requested by Water Plant Operator or Foreman, Water and Sewer.
  - 12.4 Maintains sewage treatment lagoon berm.
- 13.0 Performs various activities for other departments.
- 14.0 Performs related duties as needed or assigned.

#### **MINIMUM QUALIFICATIONS**

1. Demonstrated ability to operate or learn to operate required equipment.
2. Excellent health and physical condition to often permit strenuous work under varying weather conditions.
3. Possess a valid Missouri Driver's license and a good driving record. Ability to quickly obtain Class B Commercial Driver's License.
4. Demonstrated ability to understand and accurately follow oral and written instructions.
5. Excellent work history and attendance record.