

BYFIELD WATER DISTRICT

POSITION DESCRIPTION: Primary Operator

1. **POSITION SUMMARY:** The Primary Operator is responsible for:
 - Accountability for the upkeep of the water system.
 - Day to day operation and maintenance of the wells.
 - Customer service.
 - Interaction with the Director and Office Manager.

2. **MAJOR CHALLENGES OF THE JOB:**
 - Keeping the water system operational at all times.
 - Reading meters to meet required deadlines for billing.
 - Dealing with customer related problems.
 - Being able to respond to emergencies on short notice.

3. **REPORTING RELATIONS:** The Primary Operator reports directly to the Director.
The Water Commissioners have the accountability to annually review the manager's performance and to make compensation decisions relative to the Primary Operator's salary. Additionally, the Commissioners have the accountability of having a nonmonetary performance conversation with the Primary Operator at any time.

3. **PROBLEM SOLVING & DECISION MAKING:**
 - **DECISIONS MADE:** Day to day decisions around the maintenance, operation and upkeep of the Water System.
 - **DECISIONS REFERRED:** State and Federal Policy, procedural changes, and those decisions requiring, according to the bylaws, a vote of either the Commissioners of the District or the members of the District.

5. RESPONSIBILITIES & SPECIFIC DUTIES:

- Water sampling and reporting.
- Maintaining accurate records of all water sampling and water usage.
- Water meter reading.
- Water meter replacement and installations.
- Maintenance to well stations.
- Maintenance of equipment.
- Maintenance of fire hydrant (flushing, winter pumping, marking, painting).
- Tracking inventory of parts and materials.
- Testing backflow devices and maintaining associated records.
- Dealing with any problems related to the distribution system or water quality that are being experienced by the customer.
- Water shut-offs and turn-ons as needed by plumbers or seasonal customers.
- Assist in repairs to leaks in water mains and services.
- Mandatory Rotation "on call" to respond to water system emergencies outside of normal working hours.
- Perform required daily duties at well stations on weekends and holidays.
- Water service "shut-offs" or "turn-ons" as required by the customer or their plumbers.
- Duties as required by the Director.

The Ideal candidate should have 3 to 5 years of experience and education operating a grade 2 or higher water system. Working independently and self-motivation are key attributes. Communication skills are considered to be mandatory, in order to interact with staff, customers and vendors.