

**CITY OF HARDIN
VACANCY ANNOUNCEMENT**

Water Distribution Operator in Training I

PRIMARY OBJECTIVE OF POSITION:

Under close supervision, performs a variety of skilled and semi-skilled manual labor tasks in the installation, repairs and replacement of water mains, water services, valves, fire hydrants and water meters, maintenance and repairs of other municipal facilities; occasionally drives truck and operates light equipment; work varies somewhat, subject to close supervision.

MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:

Learns to perform the various tasks associated with the maintenance and operation of a water distribution system; learns the proper use of tools and equipment required to perform the job; and under direction, participates in the installation, repairs and replacement of water mains, water services, valves, fire hydrants and water meters.

Interacts with customers and acts as a representative of the City.

Performs meter reads; disconnects and reconnects water services; conducts field investigations; performs disconnects of delinquent accounts and reconnects when paid; participates in routine maintenance activities such as system flushing, valve exercising and fire hydrant maintenance; under direction, follows established policies and procedures in repair of equipment to ensure proper working order; operates company vehicles and equipment according to established safety procedures and policies; performs maintenance and repair of the sewer system; may be On Call; and performs other duties as assigned.

Available for emergency response, 24 hours/day, seven days/week.

Works under immediate supervision.

EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

High school diploma or equivalent required. Valid Montana driver's license. CDL must be acquired within 6 months of hire and pass the test for Water Distribution Certification 2-A through the State of Montana within 12 months of start date.

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 of the position. Will perform such other assignments as may be directed in the day to day operations of the City.

Entry Level Salary: \$14.33 per hour

Benefits Include: Holiday, Sick, Vacation, Health/Dental/Vision, and Retirement

Application Closing Date: Position Open Until Filled.

Required Application Materials and Forms: Completed City of Hardin Job Application

Hours: This position is full – time; 40 hours per week.

Union Position may be available.

APPLICATIONS available:

City of Hardin

406 N Cheyenne

Hardin MT 59034

665-9292 Or <http://www.hardinmt.com/Wanted.html>

Complete job description available upon request.

EOE and Drug and Alcohol-Free workplace. Pre-Employment Drug testing is required. Applicant is Subject to a Background Check.

CITY OF HARDIN

POSITION: Water Distribution Operator in Training I

ACCOUNTABLE TO: Assigned Supervisor

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MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:

- Learns to perform the various tasks associated with the maintenance and operation of a water distribution system.
- Learns the proper use of tools and equipment required to perform the job.
- Under direction, participates in the installation, repairs and replacement of water mains, water services, valves, fire hydrants and water meters.
- Interacts with customers and acts as a representative of the City.
- Performs meter reads; disconnects and reconnects water services; and conducts field investigations.
- Performs disconnects of delinquent accounts and reconnects when paid.
- Participates in routine maintenance activities such as system flushing, valve exercising and fire hydrant maintenance.
- Under direction, follows established policies and procedures in repair of equipment to ensure proper working order.
- Operates company vehicles and equipment according to established safety procedures and policies.
- Performs maintenance and repair of the sewer system
- May be On Call
- Performs other duties as assigned.
- Available for emergency response, 24 hours/day, seven days/week.
- Works under immediate supervision.

SUPERVISION – RESPONSIBILITY FOR WORK OF OTHERS:

None

EDUCATION and EXPERIENCE:

- High school diploma or equivalent required.
- Good communication skills.
- General PC skills, including basic mathematical principles
- Valid Montana driver's license. CDL must be acquired within 6 months of hire.
- **Ability to pass the test for Water Distribution Certification 2-A through the State of Montana within 12 months of start date.**

PHYSICAL DEMANDS:

May include working in all weather conditions, during all hours of the day. Physical demands include but are not limited to standing, climbing, walking, lifting 50 pounds, bending, pulling and/or pushing, grasping, reaching, stooping and crouching, working in small spaces, sitting, typing, walking, reading, writing, color determination, speaking and listening for extended periods of time.

Qualities of a Successful Operator in Training I:

- Trustworthy; strong personal integrity; emotional maturity
- Demonstrates strong level of accountability and ownership
- Collaborative/Team oriented
- Exhibits professionalism with internal and external customers
- Organized with strong attention to detail and time management skills
- High degree of initiative; self-starter
- Practices safe work practices including operating trucks and equipment;
- Assigned construction, maintenance, and collection projects are performed properly and efficiently;
- Is able to perform a variety of skilled and semi-skilled tasks in the repair and maintenance of various types of equipment, structures and facilities;
- Follows oral and written instruction and maintain effective working relationships with other employees, supervisors and the public.

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 of the position. Will perform such other assignments as may be directed in the day to day operations of the City.