

## **GRAYSON COUNTY WATER DISTRICT**

### **WATER DISTRIBUTION LABORER**

#### **OBJECTIVES**

To provide efficient and quality operations and maintenance of the water distribution system, maintaining accurate records, and working effectively and efficiently resulting in high morale and productivity.

#### **REPORTING RELATIONSHIPS:**

Reports to: Chief Distribution System Operator

#### **ESSENTIAL FUNCTIONS:**

- Assist in work along with the distribution operator to perform water installations and repair work, both major and minor, in an efficient and cost effective manner while maintaining established standards of service to all customers.
- Remedies trouble on outage and service calls assuring that service interruptions and customer inconvenience are held to a minimum. Maintains current knowledge of water lines, pumps, controls in service, and correct procedures to back feed lines.
- Assist with operations, maintenance, repair, and tests on all pumps, motors, water mains, pressure reducing valves, meters, and appurtenances involving operation of the water district.
- Performs all duties and operations in correlation with standards established by the Water District and the Kentucky Division of Water. Must attend training and keep abreast of changing regulations pertaining to the water system.
- Works closely with Chief Distribution System Operator on proper line flushing techniques after line breaks and routine flushing, as laid out in the GCWD O&M manual.
- Performs routine valve exercising as outlined in the Water Districts valve

exercising program.

- Remedies trouble calls for pressure issues.
- Assist with meter changes.
- Performs ground maintenance at all tank sites, pump stations, and master meter locations.
- Assumes responsibility for maintenance of all tools, transportation equipment, work equipment, and buildings in a clean, neat, and safe working condition. Personal tools are subject to inspection and replacement as necessary.
- Performs standby duty as required.
- Works according to safety rules and policies adopted by Grayson County Water District, and is responsible for personal safety; reports all accidents to supervisor.
- Complies with traffic laws, regulations, and safe practices while operating any company vehicle.

**IMPORTANT:** This job description is not intended to be all-inclusive; an employee will also perform other reasonably related job responsibilities as assigned by the immediate supervisor and other management as required.

Grayson County Water District reserves the right to revise or change job duties as the need arises. This job description does not constitute a written or implied contract of employment. Management reserves the right to change job descriptions, job duties, or working schedules based on the needs of the District and/or their duties to accommodate individuals with disabilities.

## **JOB SPECIFICATION**

**POSITION:**         **Distributions System Laborer**

### **EDUCATION**

High school graduate or equivalent. Successful completion of courses by the Division of Water Training, and Distribution Operators License desirable.

### **EXPERIENCE**

Two years' experience desired in water system operations and maintenance. Experience in a position requiring meeting the public desirable. Two years' experience with operation of heavy equipment is desired.

### **KNOWLEDGE**

Must possess an effective working knowledge of the operations and maintenance of water distribution lines, including the operation of meters, pump stations, tanks, pressure reducing valves, or the ability to learn. Must have knowledge of system and be able to use mapping system effectively, or the ability to learn. Should be willing to attend courses related to work.

### **ABILITIES AND SKILLS**

Must have the mechanical ability to perform the service, operations, and maintenance relating to the water treatment plant and distribution system. Must have computer skills to access records quickly and efficiently.

### **WORKING CONDITIONS**

Must be able to work outside in all kinds of weather. Heavy lifting is required. Must be able to work a forty-hour week plus any extra time the position demands along with standby duty.

Must carry handheld radio and laptop or I-Pad with SCADA applied when scheduled for on-call duty

### **OTHER**

Must have a valid driver's license and be able to obtain a CDL license in a timely manner. Must have successfully completed a first aid and CPR course and obtained certification.