

NOTICE OF JOB OPENING

May 18, 2018

JOB CLASSIFICATION: Water Distribution Licensed Operator I

The Benton Utilities Water Distribution Dept. is accepting applications for the above position. A job description outlining job responsibilities and qualifications is attached.

Grade 8: \$27,256 to \$40,885 plus benefits (Benefit summary is viewable here: https://www.bentonutilities.com/sites/default/files/content/u33/Benton%20Utilities%20Benefits_0.pdf)

Those who are interested in the position should complete an application and submit it to the Human Resources Department as soon as possible. An application and complete job description are available from the Human Resources Department, Benton Utilities Complex, 1827 Dale Ave, Benton, AR or a printable application and complete job description are available on line at <https://www.bentonutilities.com/personnel>

Applications will be accepted until 4:00 p.m. Tuesday, May 29, 2018 or until filled.

**BENTON UTILITIES – BENTON, ARKANSAS
JOB DESCRIPTION**

| | |
|---|------------------------------------|
| JOB TITLE: Water Distribution Operator I | DATE: 01/14 |
| DEPARTMENT: Water | GRADE: 8 |
| DIVISION: Benton Utilities | FLSA STATUS: Non-exempt |
| REPORTS TO: Water Manager | EEO CATEGORY: Skilled Craft |

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job-related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts management's right to assign or reassign job-related responsibilities and tasks to this job at any time. Certain functions are understood to be essential; these include, but are not limited to, attendance, getting along with others, working a full shift, and dealing with and working under stress. Any essential function of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

JOB SUMMARY: Perform maintenance, repair and construction of the water distribution system for the City of Benton.

ESSENTIAL JOB FUNCTIONS:

1. Repairs water mains and service lines.
2. Repairs and replaces fire hydrants.
3. Locates water lines.
4. Installs new water services and meters.
5. Investigates customer complaints concerning water service.
6. Serves in on-call rotation for after hours services
7. Turns water meters on and off.
8. Repairs, replaces, and programs water meters
9. Administers the back flow program.
10. Performs general maintenance of equipment including backhoe, trucks, pumps, JetVac, etc.
11. Maintain and service all equipment as necessary.
12. Performs other duties as assigned or necessary.

SECONDARY DUTIES AND RESPONSIBILITIES:

1. Assist in buildings and grounds maintenance.

2. Makes necessary landscape repairs.

SUPERVISORY RESPONSIBILITIES: None.

RESPONSIBILITY FOR FUNDS, PROPERTY & EQUIPMENT: \$5,000-\$150,000

MINIMUM QUALIFICATIONS:

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Advanced knowledge of water main construction, maintenance, and repair.

Considerable knowledge of hazards and safety procedures.

Skill in safe operation of a backhoe, ditchwitch, and dump truck with trailer.

Skill in working with concrete.

Ability to effectively communicate with public.

Ability to read blue prints and maps.

Ability to train utility workers

Ability to follow directions and complete tasks as assigned by Water Distribution Foreman.

EDUCATION AND EXPERIENCE:

High school diploma or GED plus specialized training and/or additional college courses and four (4) years of related experience and/or training; or equivalent combination of education and experience.

ADDITIONAL EXPERIENCE OR TRAINING REQUIRED:

Must possess and maintain a Class B Commercial Drivers' License.

Class III or IV Water Distribution License.

Distribution Basic Course (24 hr.)

Intermediate Distribution Course (24 hr.)

Advanced Distribution Course (24 hr.)

Basic and Applied Math (16 hr.)

Rules and Regulations Compliance Course (8 hr.)

PHYSICAL REQUIREMENTS:

The physical activities marked below are representative of those that will be required on a regular basis to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

| | Yes | No |
|--|-----|----|
| Lifting (lbs.) | 80 | |
| Carrying (lbs.) | 80 | |
| Stooping/Bending | X | |
| Kneeling/Squatting | X | |
| Walking | X | |
| Standing | X | |
| Sitting | X | |
| Climbing, Balancing (working with a ladder) | X | |
| Use of hands to finger, handle, or feel | X | |
| Physical Coordination (simultaneous use of hands, arms, feet and legs) | X | |
| Eye-Hand Coordination | X | |
| Close Vision (Clear at 20 inches or less) | X | |
| Distant Visions (Clear at 20 feet or more) | X | |
| Color Vision | X | |
| Depth Perception | X | |
| Hearing | X | |

Work Environment:

The environmental conditions marked below are common for this job.

| | Yes | No |
|--|-----|----|
| Outdoor weather conditions | X | |
| Wet, Humid conditions (non-weather) | X | |
| Work near moving mechanical parts | X | |
| Work in high, precarious places | | X |
| Fumes or dust | X | |
| Toxic or caustic chemicals | X | |
| Extreme Heat (non-weather over 90° F) | X | |
| Low noise (e.g., business office) | X | |
| Moderate Noise (e.g., light motorized equipment such as lawn mowers) | X | |
| Loud noise (e.g., jackhammer, heavy motorized equipment) | X | |