



City of Lorris

JOB DESCRIPTION

Job Title: Water and Sewer Operator
Department: Public Works
Shift: Full Time, 7a.m. to 4p.m., M-F, (Some tasks may require overtime)
Reports to: Public Works Director
FLSA Status: Hourly

Summary: Under general supervision from the Public Works Director, performs a variety of semi-skilled and skilled heavy manual labor, alone or as a member of a crew, in construction, maintenance, and repair of water/sewer utility system.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- May serve as a lead worker; provides guidance and instruction to other crew members; and reviews work as assigned
- Flags and directs traffic and places barricades, signs, and cones around project/work site to ensure safety of crew and the traveling public.
- Installs, removes, and upgrades service boxes, valve boxes and covers. Cuts, fits, lays, and repairs water mains; flushes water mains as needed; inspects, repairs, and maintains fire hydrants; exercises valves throughout the water system
- Locates and marks water mains and other appurtenances using technical locating equipment.
- Reads water meters and accurately records readings.
- Assists with sampling chlorine levels throughout the water system.
- Coordinates or performs, as appropriate field activities essential to the construction, maintenance, and general repair of water and wastewater systems, (i.e., gravity/force main and water mains/services, lift stations, meters, hydrants, valves, generators, and pumps)
- Performs daily preventative maintenance work on equipment and vehicles (minor repairs), water/sewer lines
- Operates one or more of the following: boring machine, track hoe, dump truck, vac truck, service truck, or other equipment necessary to complete tasks.
- Uses a variety of hand tools including shovels, hammers, pickaxes, rakes, pipe wrenches, channel locks, tapping machine, tape measure, level, and valve shut off tools.
- Troubleshoots customer service issues; installs new services; and turn on/off customer's water services, as needed.

- Responsible for ensuring all required safety equipment is used and maintained when performing any task.
- Responsible for the safe handling of all City-owned equipment
- Performs light housekeeping, maintenance, and cleanup duties on facilities and grounds as necessary
- Responsible for occasional off-hour or weekend emergencies.
- Other work tasks may be assigned to assist departments as needed.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to service general equipment
- Ability to establish and maintain effective relationships with associates, business partners, other government/non-government agencies and the public.
- Ability to work independently and execute verbal and written instructions with minimal supervision.
- Ability to perform heavy manual labor in all weather conditions
- Ability to handle sensitive and confidential information in a professional manner.
- Ability to speak and write effectively.
- Ability to regularly report to the job at assigned times and perform assigned duties.

EDUCATION:

- High School Diploma or GED equivalent

CERTIFICATES AND LICENSE REQUIRED:

- Valid driver's license
- CDL preferred

Experience:

- Water/Sewer Operator: 2 years (preferred)

SALARY RANGE:

- Dependent upon education and experience.

HOW TO APPLY:

Apply to the City of Loris, located at 4101 Walnut St Loris, S.C. 29569.

The City of Loris is an Equal Opportunity Employer. All applicants will be considered without regards to their age, sex, race, or religion.

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 to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.