

JOB DESCRIPTION

POSITION TITLE: **Operations Assistant Level I**

IMMEDIATE SUPERVISOR: Operations Manager

JOB DESCRIPTION: Responsible for the general operation maintenance ,testing and Integrity of the water production and treatment system and its equipment, including but not limited to, pumps and structures, feed controls, electrical and SCADA controls and backflow devices.

- PRINCIPAL DUTIES:**
- Performs preventive and regular maintenance, when necessary
 - Assists in the monitoring of systems performance
 - Inventories supplies and materials in connection with water production and maintenance
 - Reports needs and amounts as required
 - Assists in Clerical duties of backflow prevention program
 - Maintains records in connection with water production and treatment
 - Reads meters and performs connects and disconnects as required
 - Operates power tools small machinery, mowers, weed eaters, garden tractors and tillers
 - On call when scheduled

JOB QUALIFICATIONS: Must hold a valid Missouri Class E operator’s license and obtain and hold a DS II Certificate from the Missouri Department of Natural Resources. Must have a high school diploma or GED. Individual is required to have a strong mechanical aptitude and work in an environment with extreme temperatures, both hot and cold. Physically able on a daily basis to bend, kneel, climb, walk and on occasion lift and carry up to 75 pounds and maneuver 200 pound objects is required in this position. Must be able to work with minimal supervision. Must be able to quickly resolve problems when they occur, and be on call when scheduled. Ability to speak effectively with supervisor, fellow employees, and customers. Ability to read and interpret documents such as maps, plans, safety rules, operating and maintenance instructions, Board policies, equipment manuals, customer correspondence, various reports, and procedure manuals. Incumbent must have excellent attendance and punctuality.

- ACCOUNTABILITIES:**
- Continuous operation and maintenance of equipment and system at efficient levels.
 - Efficient, effective, maintenance procedures to be continually monitored and improved when possible.
 - Timely and accurate monitoring of all production and treatment in system.
 - Produce error free correspondence and documents within specified time frames given.
 - Assists in valve exercising program.

- Performs mowing, trimming, and painting as needed.
- Locating and reporting new backflow devices and their serial numbers.
- Able to follow orders and directions and work autonomously when necessary. Works under the general supervision of the Operations Manager and the District Manager.
- Ability to acquire and retain required certificates and licenses for this position.
- Effective, courteous and timely communication with other employees, customers and supervisor.
- Assist other departments when necessary.
- Excellent attendance and punctuality with a minimum of absences.
- Any other duties assigned.