

PROVO CITY CLASSIFICATION SPECIFICATION	
<b>Title:</b> Water Systems Maintenance Operator III	<b>Job Code(s):</b> 2503
<b>Date:</b> July 25, 2023	<b>EEO Code:</b> SM
<b>FLSA Designation:</b> Non-Exempt	<b>Civil Service Status:</b> Covered (UC)

**DEFINITION:** This is highly skilled maintenance work with responsibility for the construction, operation, and upkeep of the City water distribution systems.

**CLASSIFICATION STANDARDS:** Positions allocated to this classification are responsible to a designated crew supervisor or the Water Distribution Systems Manager and perform all tasks under general supervision. This work is distinguished by the amount of supervision, knowledge, and skill needed and by the required level of water operator III certification. *Note: Employees are eligible for career series advancement as directed by policy.*

**ESSENTIAL DUTIES:** Independently excavate ground for water mains, service lines, fire hydrants, valves, water meters, and other related facilities and objects; place traffic cones, signs, and barricades for the protection of employees and members of the public; install, maintain, and repair water mains, service lines, fire hydrants, fountains, sprinklers, and water meters; may rebuild and test large meters and change out meters; perform billing inquiries; maintain and repair of equipment and thaw frozen pipes; follow safety protocol; assist with recordkeeping; perform other duties as required dig and fill trenches using a backhoe and front-end loader; as needed, use hydro excavator; repair leaks in pipes; install water meters, angle meter valves, meter boxes, rings and lids, pipes, copper tubing, meter yokes, flanges, flair and compression fittings, joints, main line repair clamps, and service taps on small to mid-size pipes; identify abnormal conditions and resolve basic operation issues; cut blacktop and break up pavement prior to excavation; operate boom truck to set pipe; install service taps and water line taps on all sizes of pipes; repair fire hydrants, main line valves, and pressure reducing valves; install, repair, test, program, and calibrate large and remote meters in the shop or field; may lead lower-level employees as needed; maintain job records; assist with compliance with job site safety and regulations; assist with training others as needed; perform other related duties as required.

**MINIMUM REQUIREMENTS:** High School Diploma or equivalent and a Grade III Water Distribution Operator certificate and 3 years of water/wastewater operator experience **OR** Grade I Water Distribution Operator certificate and 6 years of water/wastewater operator experience with Division Director approval.

**License(s)/Certification(s):** A valid, lawful Class A Commercial Driver License (CDL) is required. An Operator Grade certificate as listed in the minimum requirements is required. A Flagger certificate is required.


**SELECTION FACTORS:** *Knowledge of:* techniques used in the installation, repair, and maintenance of water mains, service lines, hydrants, valves, and related structures; general hazards related to excavating ground and working near underground utilities; related laws, codes, rules, and regulations governing functions of the position; electrical and mechanical operations and maintenance of water distribution equipment and meters; various pressure zones within the system; basic English composition, spelling, and grammar; policies and procedures established for the work system including safety, traffic control, flagging, confined space entry, handling chemicals, and sample collection. *Skill in:* entering confined spaces; safely using a variety of power tools, hand tools, and other heavy equipment in hazardous environments; troubleshooting electrical and

mechanical issues; recognizing and responding appropriately to potential dangers; reading engineered plans and profile drawings; performing pipeline taps. **Ability to:** use GIS mapping; use GPS devices and location and take survey shots of utilities; quickly and accurately perform work; repair and install meters; operate process equipment; recognize changes in normal conditions and investigate cause; communicate effectively both verbally and in writing; deal with the public in a pleasant, courteous, and calm manner in all circumstances and always maintain effective working relationships; exercise independent judgment while evaluating situations and in making determinations; organize assigned work and develop effective work methods; prepare clear, concise, and accurate and informative reports; perform duties in a manner that demonstrates respect, integrity, courtesy, and kindness towards fellow workers, customers, and the general public; demonstrate a high level of commitment to the principles of positive customer service; lead the work of others.

**TOOLS AND EQUIPMENT USED:** Radio, mobile device, GIS, GPS location and equipment; motor vehicle, backhoe, front-end loader, boom truck, dump truck, road cutter, tap machines, jackhammer, power valve operating machine, excavator, hydro excavator, various hand and power tools, general office equipment and software, specialized software, PPE, and other work-related equipment.

**PHYSICAL DEMANDS:** Requires sufficient physical strength, agility, and vision to perform work, lifting up to 50 lbs., driving vehicles and heavy equipment, carrying, bending, stooping, walking over rough terrain, entering confined spaces, and climbing ladders.

**ENVIRONMENTAL FACTORS:** Requires exposure to adverse weather conditions, heavy traffic, odors, noise, dark and damp spaces, hazardous chemicals, and other hazardous conditions. *Note: Employees of this class will be subject to on-call status and working weekends and holidays.*

  
\_\_\_\_\_  
Department Director

7/19/23  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Mayor/Chief Administrative Officer

7/25/23  
\_\_\_\_\_  
Date

**NOTE:** The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Classification specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This classification specification supersedes earlier version.