



**Grayson County Public Service Authority
Waterworks Operator 5/Maintenance Department**

Position will remain open until filled. Applications will be due by January 11, 2019 @ 5:00 PM.

The Grayson County Administration is currently seeking a customer focused team player who is passionate about providing world class customer service. The purpose of this position is for the proper maintenance and operation of Grayson County's water distribution systems/Maintenance Department. This is a part time Water Systems Operator / Maintenance position. <https://www.graysoncountyva.gov/grayson-county-job-openings/>

Summary

The Water Systems Operator performs a variety of routine to skilled work in the installation, repair, operations of Grayson County's water distributions systems, meter reading, water sampling and testing along with other work as required. This position will require work in Grayson County's Maintenance Department.

Requirements:

- Must have or be able to obtain within 18 months of employment, a Class 5 Virginia Waterworks license.
- High School Diploma or GED.
- Must possess a valid VA driver's license.
- Valid commercial driver's license preferred.
- Experience operating excavation equipment and assorted hand tools.
- Experience in water distribution systems.
- Willing to respond after hours.
- General Maintenance Department Knowledge

Examples of Essential Job Functions: *Duties may include but are not limited to, the following.*

- Perform a variety of semi-skilled work to test, inspect, maintain and repair water distribution pipelines, tanks, pumps, hydrants, valves, blow offs, meters, and related appurtenances; inspect and test the distribution system visually to locate damaged or worn parts and make repairs as necessary.
- Monitor and control the operation of water distribution system to ensure compliance with established federal, state, and local municipal codes and regulations.
- Check the operation of automatic valve regulating equipment and adjust or repair as needed.
- Perform valve maintenance and leak protection.
- Perform preventive maintenance on pumps, motors, and other equipment.
- Conduct water sampling and analysis of water system as required and assist in the preparation and submission of required reports.
- Adjust and repair pressure regulating equipment.
- Provide general maintenance duties such as flushing of main lines and dead ends.
- Install, replace, maintain, and repair water and fire services hydrants, including installing parts and fittings along with performing regularly scheduled preventative maintenance.
- Performing various water meter maintenance task, including removal installation, and repair. Read customer meters and complete water turn on or off orders.
- Read and interpret maps and diagrams in the performance of work task.
- Observe safe work methods and make appropriate use of safety equipment.
- Operate and maintain a variety of light, medium, and heavy equipment and trucks, as well as hand and power tools appropriate to the assignment.
- Maintain work area in a safe, clean and orderly condition, including securing equipment and tools at the end of the workday.
- Organize own work, set priorities and meet critical time deadlines.
- Install and maintain approved traffic control practices and devices.
- Respond to public inquiries related to the water system and work performed in a professional and courteous manner; maintain accurate records of work performed.
- Respond to afterhours emergencies and relief situations.
- Perform related duties as assigned.

Knowledge, Skills and Abilities:

General knowledge of the operating characteristics and maintenance requirements of a water supply system; general knowledge of hydraulic, chemical and mechanical principles pertinent to water systems; basic maintenance knowledge; operation of basic maintenance equipment, tools and machinery; general knowledge of the occupational hazards of the work and of the necessary safety precautions; ability to understand and follow oral and written instructions; ability to read meters and chart accurately; skill in the use of hand and power tools; mechanical aptitude; position of technology skills including computer and various other systems; general maintenance basic knowledge; ability to establish and maintain effective working relationships with associates, elected officials, engineers, contractors, consultants, regulatory agency representatives and general public.

Expected Hours:

The position is a part-time position, 25 hour a week, sometimes requires flexible hours, weekend and holiday work which include pump station and systems and emergency repair.

Physical Demands:

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to lift more than 50 pounds. The employee must have the ability to communicate clearly, both verbally and in written form. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing. *Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

Interpersonal Relationships:

Develops and maintains cooperative and professional relationships with employees and all levels of management to include receives from other organizations. Handles all interactions with poise, tact and diplomacy in a confidential manner.

Organizational Support:

Assist other Departments and/or Divisions as needed.

Attention to Detail:

Performs tasks with care and accuracy. Compares completed work with expected outcome.

Accountability:

Follows instructions and responds to management direction. Takes responsibility for own actions. Keeps commitments and completes task on time or notifies appropriate person with an alternate plan.

Integrity:

Treats people with respect. Inspires the trust of others. Works ethically and with integrity and upholds organizational values.

Commitment of Excellence:

Looks for ways to improve and promote quality. Demonstrates accuracy and thoroughness. Applies feedback to improve performance and monitors own work to ensure quality.

Teamwork:

Balances team and individual responsibilities. Exhibits objectivity and openness to others' views; gives and welcomes feedback. Contributes to building a positive team spirit. Puts success of the team above own interest and supports everyone's efforts to succeed.

Perform other duties as assigned.

Job Type:

Part Time, no benefit package

Salary:

Dependent on Experience

How to apply:

A completed state application shall be submitted to Grayson County Administration Office, Office Address: All packages should be clearly marked PSA application

The Virginia State application is available by following this link:

<https://www.graysoncountyva.gov/grayson-county-job-openings/>

Grayson County Administration

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Independence, VA 24348

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Grayson County Administration

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