



TOWN OF PALISADE, COLORADO

Utilities / Water Distribution ORC

Department/Division: Public Works
Work Location: Town Hall, 175 East Third Street, Palisade, CO
FLSA Status: Non-exempt
Effective Date: February 1, 2024
Salary Range: \$50,000 - \$65,000 Depending on qualifications and/or experience. Full benefit package with health insurance, vacation and sick.

GENERAL STATEMENT OF DUTIES

As the ORC (Operator in Responsible Charge), this position will coordinate with the Public Works Director in the maintenance and repair of the town's water distribution system including pipes, valves, hydrants, service lines, and all other distribution infrastructure. This position will also work with the Public Works Director in the design and implementation of a Hydrant Flushing and Valve Exercising Program. This position will also act as a lead in emergency water and wastewater breaks focusing on safety and efficiency.

Essential Duties

The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The Town retains the right to modify or change the essential and additional functions of the job at any time.

- Ensures that safety practices, including but not limited to trenching and shoring, confined space, traffic control and PPE are followed by self and others in various work operations.
- Performs daily operational activities, inspections, maintenance, servicing, and repair of the water distribution system including water service installation and repair, and hydrant maintenance and repair.
- Physically inspects, installs, replaces, and adjusts valves, hydrants, and other related equipment.
- Performs general maintenance or repair to street infrastructure.
- Operates and maintains light and heavy equipment such as pick-up trucks, scrapers, graders, dozers, back hoes, compactors, dump trucks, sweepers or similar equipment or similar equipment as needed.
- Aids in developing a Hydrant Flushing and Valve Exercising Program.
- Maintain regular attendance as scheduled, and perform duties with varying schedules, including holidays and weekends, on-call and overtime as needed.

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Additional Required Duties

- May be directed to assist with water and wastewater locating and water meter replacement.
- Will participate in street sweeping operations.
- Will participate in street leaf removal.

Other Duties and Responsibilities

- Performs related work as required.

REPORTING RELATIONSHIPS

Supervision Received:

The Public Works Director provides general direction.

Supervision Exercised:

With Public Works Director oversight, will take a lead role in project implementation and emergency water main repairs.

KNOWLEDGE, SKILLS, AND ABILITIES

Education and Experience:

Requires graduation from high school or G.E.D. Must have at least (4) years of relevant experience in the operation and maintenance of utilities, streets, and equipment. A four-year college degree in a related field is preferred. Must be 18 years of age or older.

Special Qualifications:

Must possess a "Colorado Class 3 Water Distribution" certification. Possessing a "C" level certification in water treatment and wastewater treatment as well as certifications in wastewater collections is highly desirable.

Knowledge of:

- Knowledge of equipment, material and practices used in utility maintenance, construction and repair.
- Knowledge of equipment, material and practices used in street maintenance, construction and repair.
- Knowledge of installation and removal of construction work zone traffic control devices in the public right-of-way.
- Knowledge of testing procedures for basic water quality parameters.
- Knowledge of testing procedures for basic wastewater discharge parameters.

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- Knowledge of the requirements of the Manual of Uniform Traffic Control Devices.
- Knowledge of and ability to use basic computer software applications.
- Knowledge of applicable safety rules and procedures.

Ability to:

- Operate light and heavy equipment as needed.
- Communicate clearly and concisely orally and in writing.
- Understand and follow oral and written instructions.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
- Walking, standing or sitting for extended periods of time.
- Operating powered and non-powered equipment.
- Maintain effective audio-visual discrimination and perception needed for:
 - Making observations
 - Communicating with others
 - Reading and writing
 - Operating motorized vehicles
 - Utilize small hand tools

Materials and Equipment Directly Used

Operates light and heavy equipment as necessary. Depending on the project, may also utilize small tools such as hammers, saws, measuring tape, levels, drills and power tools to complete assigned responsibilities.

Working Environment/Physical Requirements

This position includes bending, stooping, reaching, standing, walking and sitting due to the physical nature of utility maintenance on a daily basis. Occasional lifting up to 75 pounds. Sufficient physical strength, stamina to perform all aspects of utility maintenance, repair, installation and streets maintenance. Exposure to noise levels of machinery and equipment requires safety precautions that include the wearing of ear and eye protection.

Employee

Date

Supervisor

Date