Forest Lakes Mutual Water Company

Water Operations and Maintenance Worker
Job Description

Job Classification
Full Time – Hourly, Non-Exempt
Emergency On-Call Required

Supervision Received
Supervised by: General Manager

Overview
The Water Operations and Maintenance Worker is responsible for all maintenance operations and improvements as outlined in this description. The Water Operations and Maintenance Worker in conjunction with the General Manager, Water Operations Manager and Lead Water Operator will develop water use conservation strategies.

 As part of the Forest Lakes Mutual Water Company staff you should recognize that above all, your responsibility is to ensure that the roads and facilities of Forest Lakes are safe and in excellent operating condition, and that the safety and well-being of our residents is your absolute priority.

Key Responsibilities
- New Pipeline installation (Capital improvements), upgrades and replacements
- Troubleshoot water leaks and equipment failures; make necessary repairs
- Maintain (or seek maintenance of) all FLMWC equipment and facilities
- Respond to water emergency incidents
- Respond to road and storm emergency incidents
- Clear culverts and remove debris
- Ensure clear and safe roadways including removal of fallen and overhanging limbs and branches.
- Perform and log all water operation functions including, but not limited to, water levels in each tank, chlorine usage, quantity of water pumped, and pump time logs
- Be aware of signs of pipe leaks, troubleshoot water leaks and equipment failures; make necessary repairs.
- Maintain and read meters and record water usage data
- Report adverse road conditions immediately and place signage for road blockages.
- Maintain and read meters
- Follows safe work processes and procedures
- Serves on appropriate Forest Lakes Committees

Environmental and Working Conditions

Position requires working indoors and outdoors during seasonal heat and cold or other adverse weather conditions. Common eye, hand, and finger dexterity is necessary.

Position requires the performance of strenuous physical labor for extended periods of time requiring physical strength and endurance; driving a Company vehicle on Company business; and operation of

motorized equipment and machinery. Periodically this role involves working under damp/wet conditions and in confined spaces and; therefore, may involve working on slippery and uneven surfaces.

Position requires crouching, sitting, standing, walking, bending, crawling, kneeling, pulling, reaching, pushing, twisting, climbing ladders and sloping surfaces, grasping, dragging, lifting and carrying items weighing up to 100 pounds; and working above shoulder level with power and/or hand tools for sustained periods of time. Workers in this position may be exposed to dust, chemicals, solvents, paint, grease/oil, fumes, electrical and mechanical hazards, vehicular traffic, vibration, and noise.

Other requirements:

Must possess a valid California Driver's License and have a satisfactory driving record. Possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration is required.

Minimum Qualifications

This position requires a valid and up to date Water Operators Licenses: D1. (within one year of hire date)

The minimum qualifications for education and experience can be met in the following way:

Must possess a high school diploma or GED.

The above statements are intended to describe the general nature and level of work performed by persons assigned to this job. They are not intended to be a comprehensive list of all duties, responsibilities, and skills required.

Certification

I certify that I have read and understand the responsibilities assigned to this position.

_____   _____

Employee Signature   Print Name   Date

I certify that this job description accurately reflects the duties assigned to the position. I approve the delegation of responsibilities outlined above.

_____   _____

Board President Signature   Print Name   Date