



**TARENTUM BOROUGH  
ALLEGHENY COUNTY, PENNSYLVANIA**



**JOB DESCRIPTION**

**JOB TITLE:** Water Distribution Operator

**DEPARTMENT:** Public Works Department

**STATUS:** Existing Position

**TERMS:**

- 1) Full-time daylight shift with occasional irregular hours including weekends and holidays
- 2) Hourly position
- 3) Non-exempt position, Union

**SUPERVISION:** Public Works Director

**SUMMARY OF DUTIES**

Under general policy direction of the public works supervisor, performs skilled maintenance, repair, and construction work on the potable water treatment and distribution system of the Water Utility System; operates maintenance and construction tools and equipment; performs a variety of maintenance tasks relative to water distribution and treatment; performs a variety of routine and complex tasks as described in the Public Works Laborer position which includes construction, contracting, maintenance, repair and upkeep for various labor projects within the Borough and drives a variety of vehicles in the performance of duties including winter maintenance, groundskeeping, maintenance and repair.

**SUPERVISION EXERCISED**

None generally, but may act as a crew or group leader if so designated by the Public Works Director or designee as it relates to the construction, improvements and maintenance of the water distribution system.

**TYPICAL DUTIES**

Plans, organizes, assigns, directs, schedules, supervises and reviews the work of the employees engaged in the repair and maintenance of the water distribution system.

Handle complaints and answer questions from the public.

Make minor adjustments on service equipment; maintain tools and equipment in working order.

Maintain logs of daily activities.



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**JOB DESCRIPTION**

Operate and maintain wells, reservoirs, and treatment facilities; inspect residential and commercial service issues.

Monitor and adjust water production and treatment equipment.

Lay and fit pipelines; make water line taps; install water services, fire hydrants, valves, and other water devices.

Perform field duties related to the water system; take water samples and inspect new construction.

Excavate trenches and install shoring.

Identify service and main leaks; operate pipe locators; install and inspect backflow devices.

Read and update water distribution maps and as-built plans and blueprints.

Clean and monitor pump stations and related equipment.

Perform emergency repairs to water lines as necessary; establish proper traffic control devices.

Repair, maintain and install water meters and related service lines; read meters; turn services off and on as necessary.

Lay out and install traffic signs and pavement markings.

Perform underground service alert locating, marking and notification.

Oversees the preventive maintenance program of the water distribution system.

Oversees emergency and unscheduled work to assure appropriate follow through.

Confers with borough manager and public works director on water distribution operational problems.

Trains and evaluates the work of subordinate staff.

Develops and implements techniques and methods of process control which increase distribution system efficiency.

Coordinates and/or performs complex repairs and installations related to distribution systems and equipment.

Oversees water sampling for diagnostic testing purposes.

Observation of variations in distribution system conditions, interpretation of meter and gauge readings and testing of results to determine distribution system requirements.



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Evaluates equipment, prioritizes repair assignments and requisition of spare parts and other distribution system needs.

Coordinates distribution system repair or replacement such that necessary water quality and reliability is maintained.

Prepares work orders and requisition process for tools, materials, equipment, and services related to the water distribution system.

Responsible for inventory of stored material for use in the distribution system.

Reviews and comments on all plans for construction, repair, or replacement of any distribution system components.

Uses a computer to input, access, and analyze data related to distribution system operations.

Preparation of monthly, quarterly, and annual reports and written correspondence.

Assists borough manager in preparation of budget by providing input relative to distribution system fiscal needs.

Investigates public complaints concerning distribution system operations and takes appropriate actions to solve problems.

Designs, recommends, and implements policies and procedures and work simplification techniques related to distribution system operations.

Implements, directs and enforces distribution system safety and risk management programs.

Inspects and monitors distribution system to ensure compliance with all federal and state regulations, water treatment standards and operational reliability of the distribution system.

Coordinates and maintains communications with all health and water quality control agencies as required.

Prepares and reviews reports submitted to regulatory agencies and other technical reports as required by the distribution system.

May be called on during off hours to assist with emergencies related to distribution system operation and maintenance.

Shall perform duties, tasks, jobs and functions of the Public Works Department or Electric Department, if necessary.



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**DESIRED MINIMUM QUALIFICATIONS**

Education and Experience:

- (A) Possession of a State of Pennsylvania Waterworks Operator's Certificate (non-grandfathered) in accordance with PA Code Title 25, Environmental Protection, Chapters 301, 303, and 305 (State Board Certification) relative to the Tarentum Borough Water Utility System or the ability to obtain such a license within two years of hire.
- (B) The ability to attend and successfully complete any additional training courses required by the Borough in order to maintain certification requirements (CEU's).
- (C) Working knowledge of equipment, facilities, materials, methods, and procedures and processes used in water treatment plant operation and maintenance activities, and the ability to calibrate equipment.
- (D) Principles and practices of water distribution maintenance and repair.
- (E) Basic principles of water treatment.
- (F) Common tools, materials, and motorized vehicles and equipment used in the maintenance and repair of a water distribution system.
- (G) Pumps, valves and backflow devices.
- (H) Basic mathematical principles.
- (I) Safe work practices and policies.
- (J) Ability to work in a safe manner.
- (K) Ability to perform heavy manual labor.
- (L) Ability to communicate effectively verbally and in writing.
- (M) Ability to establish and maintain effective working relationships with employees, and other departments and the public.
- (N) Ability to understand and carry out written and oral instructions.
- (O) Ability to write, read, and speaks the English language fluently.
- (P) Must be a United States citizen.



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- (Q) Must possess a current State of Pennsylvania driver's license at the time of hiring and throughout employment period.

### TOOLS AND EQUIPMENT USED

Motor vehicles, heavy machinery, generators, pumps, gauges, common hand and power tools, shovels, wrenches, detection devices, mobile radio, telephone, computer, calculator, and a variety of equipment commonly found in a public works facility.

### PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Primary functions require sufficient physical ability and mobility to work in a field environment; to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to climb unusual heights on ladders; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.

While performing the duties of this job, the employee is regularly required to use hands to fingers, handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee frequently is required to stand, walk, talk to hear, sit, climb or balance, stoop, kneel, crouch, or crawl and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and the ability to adjust focus.

### WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work is performed primarily in an outdoor field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, mechanical and electrical hazards, and all types of weather and temperature conditions; work in or around water; exposure to hazardous traffic conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; work at heights; incumbents may be required to respond to emergency and public calls after hours including evenings and weekends.

The noise level in the work environment is usually moderately loud.



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**GENERAL PROVISIONS**

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position.

The job description does not constitute an employment agreement between the Borough of Tarentum and employee and is subject to change by the Borough of Tarentum as the needs of the Borough and requirements of the job change.

**SELECTION GUIDELINES**

Formal application or resume; rating of education and experience; oral interview and reference check; job related tests may be required.

**RECOMMENDED FOR APPROVAL BY:**

  
\_\_\_\_\_  
**Michael L. Nestico**  
**Borough Manager**

4/12/2022  
\_\_\_\_\_  
**Date**

**APPROVED BY BOROUGH COUNCIL ON THIS 12TH DAY OF APRIL, 2022.**

  
\_\_\_\_\_  
**Scott Dadowski**  
**President of Council**

4/12/2022  
\_\_\_\_\_  
**Date**