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| **North Pecos Water and Sanitation District** |
| **Job Description** |
| Job Title: | Distribution/Collections Operator |
| Department: | Operations |
| Reports To: | General Manager |
| Status: | Non-Exempt |
| Date Approved: |  |

**Job Description:**

North Pecos Water and Sanitation District has an immediate opening for a District Distribution/Collections Operator to join our team. This position will be full-time and will support the district water/wastewater operations for a special district. The position will pay between $27/hour and $31/hour based on qualifications. Please email resume to tcocozzella@northpecoswater.org

As a District Distribution/Collections Operator, you will be assisting with the daily operations to include maintaining water distribution and wastewater collection systems. This position requires the operator to assist with assignments as directed by the district’s manager. The position will require the operator to perform a full range of semi-skilled and skilled duties involving water and sewer operation and maintenance.  Demonstrate interpersonal skills including a positive attitude, being a team member, and ability to solve mechanical problems with a variety of equipment.

**District Information:**

North Pecos Water and Sanitation District is located at 6900 North Pecos Steet, Denver CO, 80221. The district provides water and sanitary sewer service for approximately 400 residential and 250 commercial properties.

**Essential Functions**

District Distribution/Collections Operator will work under the direction of the district manager and have the following duties:

* Assist with regular maintenance of valves – operation and access.
* Assist with fire hydrant maintenance - routine flushing and preventative maintenance
* Assist with monitoring water sampling and testing.
* Assists with customer service activities including but not limited to meter repair and replacement, monthly AMR meter reading and final reading, delivery of delinquency notices, perform leak detection, turning on and off services.
* Assist with following Denver Water Backflow testing policy, enforcement and notification.
* Assist with routine 811 locates of district water and sewer mains
* Lift station rounds - conduct routine maintenance and observation
* Routinely perform sewer manhole inspections, monitor sewer maintenance contractor
* Review sanitary sewer inspection videos from contractors (lining/maintenance)
* Assist with inspection of water and sewer private service lines – installation and repairs.
* Assist in shut down of water mains for repairs or connections.
* Operate and maintain mechanical and electronic equipment i.e. meter reading, locating equipment, GPS device.
* Assist with Capital Improvement Projects Construction Inspection
* Completes logs and forms, and performs data entry and other reporting as necessary
* Accurately and appropriately reports and/or logs all readings, observations in a timely manner
* Assists with GIS mapping maintenance, and collection of GPS data and information
* Maintain District landscaped areas (mow/trim).
* Maintain a safe work environment during all maintenance activities.
* Must be available to work varying schedules, overtime, and on-call duty. On-Call duties every other week.
* Maintain regular attendance and punctuality

**Knowledge, Skills and Abilities**

* Strong attention to detail & legible handwriting
* Ability to read, speak, and write the English language
* Excellent interpersonal skills & communication (written & oral)
* Outstanding customer service skills; a must
* Working knowledge of Microsoft Office including Word, Excel, and Outlook
* Conflict resolution and problem-solving techniques
* Ability to read and understand engineering construction drawings and specifications as required for new water and sewer line construction inspections
* Ability to perform mathematical calculations related to job responsibilities
* Ability to work in stressful situations, under time constraints and join others in a team environment
* Computer skills in software used for district alarms, lift station alarms, flow monitoring, and other equipment related to job responsibilities preferred
* Knowledge of the principles and practices of water distribution systems and wastewater collection system operations preferred
* Must maintain a good motor vehicle driving record

**Education and/or Experience and Qualifications (Required)**

* High School Diploma or equivalent
* Valid Colorado Driver’s License with an acceptable Motor Vehicle Record (ability to obtain within 60 days)
* Minimum of Colorado Level I Collections Certification (ability to obtain within 12 months of hire)
* Minimum of Colorado Level I Distribution Certification (ability to obtain within 12 months of hire)
* Aptitude for operating tools and equipment
* Proof of U.S. Citizenship
* Live within 45 minutes of the district

**Preferred Qualifications:**

* The ideal candidate will be self-motivated with an enthusiastic, team-oriented attitude.
* GIS experience

**Attractive Benefits Package after a 90 Day probationary period**

* 100% Employee medical, dental and vision coverage (Base plan with buy up options)
* 100% Spouse and Dependent medical, dental and vision coverage (Base plan with buy up options)
* 5304 Simple Deferred compensation retirement plan with 7% company contribution, no employee match required
* 30-day vesting
* 10 paid holidays (On-call duties may require work during holidays, with pay)
* Paid vacation and sick leave
* Safety gear, including work boot allowance
* Company vehicle for duty requirements
* North Pecos Water and Sanitation District promotes career development and provides opportunities to grow professionally through development of technical knowledge and skills delivering challenging projects. Cross training opportunities exist for other areas of the district as needed.