



Job Description

Lead Water System Operator

Pay Grade: 09

Employment Status: Full-Time

FLSA Status: Exempt or Non-Exempt

Experience Required: Minimum five (5) years in installation, maintenance, repair and construction of waste and wastewater systems.

Minimum Education Requirements: High School Diploma or G.E.D.

Direct Supervisor: Water Quality Superintendent

Supervisory Responsibility: No

Primary Work Location: Office setting and work sites within the City of Nixa jurisdiction.

Certification: Valid State of Missouri Commercial Driver's License, Current State of Missouri Class "C" Water Operator Certification, and D.S. III Missouri Drinking Water Distribution Operator Certification.

Job Summary: Performs a variety of skilled and semi-skilled operations, maintenance and repair tasks for the City's water production and distribution facilities and assist with other aspects of the Water Quality Department.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Perform installation, operation and maintenance on wells and towers, water lines and related facilities to ensure efficient, safe and effective performance in compliance with Federal, State, and local regulations, standards and policies.
- Conduct a variety of tests including but not limited to volume, pressure and quality. Records test results and flow volumes for Federal, State and local reports; monitor performance and businesses for compliance with standards; observe control panels and adjust valves and gates to regulate flow of water.
- Provide technical support to the Water Quality Superintendent, Public Works Director and/or City Administrator with Water systems planning and capital improvements in order to coordinate and provide accurate information and support to the government and people of Nixa.
- Locate and identify all dysfunctional systems and determine the best method of repair through the management of and participation with other organizational staff in the repair and maintenance of the City's Water system.
- Respond to and resolve customer questions, and/or, complaints regarding the City's water system when necessary and assist in the ordering of Water Quality materials and supplies.
- Operate automotive and a wide variety of motorized equipment, including but not limited to air compressor, backhoe, dump truck, pickup truck, lawnmower, end loader, fork lift & water truck; utilize a variety of hand tools including leaf rake, pitchfork, post driver, shovel, sledgehammer, and chain saw.
- Conduct a variety of laboratory tests for operating and quality control of a state approved water system.
- Perform grounds maintenance and general maintenance activities on buildings and interdepartmental equipment such as painting, light carpentry and mechanical upkeep.



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- Effectively perform as a member of the team in carrying out the City's organizational development plan philosophy.
- Maintain and operate various system components including but not limited to disinfection and/or fluoride injection systems as well as telemetry or SCADA equipment.
- May assist in the review of plans, inspection, and oversight of new subdivision water and wastewater systems installation, and final testing.
- Perform other tasks and duties assigned.

Essential Functions, Qualifications, Knowledge, Skills, and Abilities (KSA's) for Employment

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Water and wastewater utility methods, equipment, and materials for water & wastewater installation, maintenance, cleaning, repair, and construction.
- Occupational hazards and safe working practices.

Skills

- Good oral and written communications.
- Establishing and maintaining effective working relationships with other staff, and members of the public.
- Operating a variety of automotive, motorized, and hand-held equipment.
- General labor, construction, and landscape involving the operations of light mechanical equipment.
- Installation or repairs of electrical & pneumatic controls.

Abilities

- Work in extreme weather conditions, dust, and pollen.
- Stooping, climbing, bending, pushing and pulling 100 pounds, and lifting 60 pounds above head.
- Mentally analyze a situation, solve problems and make decisions under pressure in area of responsibility.

****This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will.**

Signatures / Date

Effective Date:



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Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- ☐ I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Employee Signature

Date

Supervisor Signature

Date

Human Resources

Date