

**HELP WANTED:** The City of Ogallala is accepting applications until the position is filled for a Full-time Water Operator III or IV for the Water Department. Salary based on qualifications / certification. Will train if necessary. Detailed job description and application may be picked up at the City Administration Building, 411 East 2<sup>nd</sup> Street or by emailing [coletta.clouse@ogallala-ne.gov](mailto:coletta.clouse@ogallala-ne.gov). A valid driver's license is required. EOE. Fair Housing City.

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**City of Ogallala, Nebraska**  
**Position Description**

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**Class Title:** Water Operator IV  
**Department:** Water  
**FLSA Classification:** Non-Exempt  
**Age Requirement:** Minimum-18 Years / Maximum - none  
**Salary Range:**  
**Date Effective:**

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**GENERAL PURPOSE:**

Performs a variety of unskilled and semi-skilled maintenance work, and operates a variety of equipment in the construction, operation, reading and recording meter readings, repair, maintenance, and replacement of City water supply, treatment or distribution facilities and systems.

**SUPERVISION RECEIVED:**

Works under the close supervision of Assistant Water Superintendent and Water Superintendent.

**SUPERVISION EXERCISED:**

None.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Inspects and/or repairs fluoride and chlorine injectors and other water treatment equipment, pumping stations, reservoir, wells, meters, and other elements of the water supply and distribution systems at frequent intervals to insure that all aspects of the systems are functioning properly.

Assists in maintaining water quality by maintaining proper operation of water treatment equipment.

Maintains a variety of records relating to inspections, maintenance activity, water supply, treatment, consumption, etc.

Determines the locations of water lines from the appropriate sources prior to excavation.

Responds to complaints regarding water leaks, pressure loss or no water; evaluates situation; explains findings to supervisor.

Contacts residents and business owners in area where services will be discontinued and explains when services will be shut off and how soon it will be turned back on.

Insures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.

Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to supervisor; cleans equipment.

Performs all duties in conformance to appropriate safety and security standards.

Performs required labor involved in construction and maintenance projects as part of a crew, ditch digging, line cleaning, main and pipe repair, laying and backfilling.

Make water service connections to water mains, including line tapping and valve installing.

Cuts, fits, lays, repairs, taps, cleans and flushes water mains, pipe, gates and fittings on repair of mains and services, and fire hydrants; assists in shutting off broken sections of water mains.

Services water supply and other pumps; flushes hydrants and cleans reservoirs.

Operates a variety of power construction and maintenance equipment used in the water department.

Walks or drives truck over established route and reads and records meter readings.

**PERIPHERAL DUTIES:**

Drives trucks of various sizes and weights in the loading, hauling and unloading of various equipment, gravel and sand.

Operates light and medium-sized construction and power equipment, such as mechanized broom, or backhoe/loader.

Serves on various employee or other committees as assigned.

Assist other City Departments as required or assigned.

**DESIRED MINIMUM QUALIFICATIONS:**

Education and Experience:

- (A) Graduation from high school education or GED equivalent, and
- (B) Two (2) years of experience relating to construction, maintenance, or repair, or
- (C) Any equivalent combination of education and experience.

Necessary knowledge, Skills and Abilities:

- (A) Some knowledge of equipment, facilities, materials, methods and procedures used in maintenance, construction and repair activities;
- (B) Skill in operation of some of the listed tools and equipment.

- (C) Ability to perform heavy manual tasks for extended periods of time; Ability to work safely; Ability to communicate effectively verbally and in writing; Ability to establish and maintain effective working relationships with employees, other departments and the public; Ability to understand and carry out written and oral instructions.

**SPECIAL REQUIREMENTS:**

- (A) Valid state driver's license or ability to obtain one.
- (B) Employee must hold, or within one-year of date of hire must obtain, the following certifications:
  - (1) State of Nebraska Water Operator Grade IV Certification; and
  - (2) State of Nebraska Backflow Prevention Grade VI Certification.

**TOOLS AND EQUIPMENT USED:**

Motorized vehicles and equipment, including dump truck, pickup truck, utility truck, lift truck, tamper, plate compactor, saws, pumps, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio and phone.

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and talk or hear. The employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee is occasionally required to walk; 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 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee

occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud.

**SELECTION GUIDELINES:**

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

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 a logical assignment to the position.

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

Date Adopted: September 25, 2001

Revision History:

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**City of Ogallala, Nebraska**  
**Position Description**

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**Class Title:** Water Operator III  
**Department:** Water  
**FLSA Classification:** Non-Exempt  
**Age Requirement:** Minimum-18 Years / Maximum - none  
**Salary Range:**  
**Date Effective:**

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**GENERAL PURPOSE:**

Performs a variety of unskilled and semi-skilled maintenance work, and operates a variety of equipment in the construction, operation, reading and recording meter readings, repair, maintenance, and replacement of City water supply, treatment or distribution facilities and systems.

**SUPERVISION RECEIVED:**

Works under the close supervision of Assistant Water Superintendent and Water Superintendent.

**SUPERVISION EXERCISED:**

Generally none, however, may provide supervision to equal or lower grade Water Operators, as assigned.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Inspects and/or repairs fluoride and chlorine injectors and other water treatment equipment, pumping stations, reservoir, wells, meters, and other elements of the water supply and distribution systems at frequent intervals to insure that all aspects of the systems are functioning properly.

Assists in maintaining water quality by maintaining proper operation of water treatment equipment.

Maintains a variety of records relating to inspections, maintenance activity, water supply, treatment, consumption, etc.

Determines the locations of water lines from the appropriate sources prior to excavation.

Responds to complaints regarding water leaks, pressure loss or no water; evaluates situation; explains findings to supervisor.

Contacts residents and business owners in area where services will be discontinued and explains when services will be shut off and how soon it will be turned back on.

Insures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.

Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to supervisor; cleans equipment.

Performs all duties in conformance to appropriate safety and security standards.

Performs required labor involved in construction and maintenance projects as part of a crew, ditch digging, line cleaning, main and pipe repair, laying and backfilling.

Make water service connections to water mains, including line tapping and valve installing.

Cuts, fits, lays, repairs, taps, cleans and flushes water mains, pipe, gates and fittings on repair of mains and services, and fire hydrants; assists in shutting off broken sections of water mains.

Services water supply and other pumps; flushes hydrants and cleans reservoirs.

Operates a variety of power construction and maintenance equipment used in the water department.

Walks or drives truck over established route and reads and records meter readings.

**PERIPHERAL DUTIES:**

Drives trucks of various sizes and weights in the loading, hauling and unloading of various equipment, gravel and sand.

Operates light and medium-sized construction and power equipment, such as mechanized broom, or backhoe/loader.

Serves on various employee or other committees as assigned.

Assist other City Departments as required or assigned.

**DESIRED MINIMUM QUALIFICATIONS:**

Education and Experience:

- (A) Graduation from high school education or GED equivalent, and
- (B) Three (3) years operation of a system under the supervision of a person possessing a Certificate of Competency as a Grade I, Grade II, or Grade III operator of a public water system; or four (4) years as a regulatory agent of public water supply systems; or four years as a provider of technical assistance to public water systems; or four (4) years as a certified operator of a public water system.

Necessary knowledge, Skills and Abilities:

- (A) Thorough knowledge of equipment, facilities, materials, methods and procedures used in public water supply and distribution systems; Thorough knowledge of pipe installation, connection and repair.
- (B) Skill in operation of the listed tools and equipment.
- (C) Ability to guide, direct and motivate employees; Ability to operate and maintain various equipment used in water maintenance and repair such as backhoe, dump trucks and jetting machines; Ability to organize and supervise the activities of various crews performing construction and maintenance work; Ability to communicate effectively, verbally and in writing; Ability to establish and maintain effective working relationships with employees, other departments and the public.

**SPECIAL REQUIREMENTS:**

- (A) Valid state driver's license or ability to obtain one prior to employment.
- (B) Employee must hold, or within one-year of date of hire must obtain, the following certifications:
  - (1) State of Nebraska Water Operator Grade III Certification; and
  - (2) State of Nebraska Backflow Prevention Grade VI Certification.

**TOOLS AND EQUIPMENT USED:**

Motorized vehicles and equipment, including dump truck, pickup truck, utility truck, lift truck, tamper, plate compactor, saws, pumps, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio and phone.

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and talk or hear. The employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee is occasionally required to walk; 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 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral 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. Reasonable



accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud.

**SELECTION GUIDELINES:**

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

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 a logical assignment to the position.

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