

**Northport Village Corporation**  
**Utility Department**  
**Water and Wastewater Distribution Operator Job Description**

**Position Description**

This is a part time, hourly employee of the Northport Village Corporation under the immediate supervision of the Utility Superintendent. The position is hired by the Overseers after consultation with the Utility Committee and Utility Superintendent.

The Distribution Operator performs a variety of semi-skilled and skilled duties necessary for the safe and efficient functioning of the water transmission, distribution, metering, cross connection control and wastewater collection systems.

The Distribution Operator is anticipated to work approximately 1,000 hours annually. This schedule is heavily weighted to the spring, summer and fall months.

**Essential Duties and Responsibilities**

1. Assists in the maintenance, repair and installation of the water and wastewater distribution and sewer collection systems, including pipe lines, manholes, valves, fire hydrants, meters, back flow devices and building heating systems.
2. Activates and deactivates seasonal surface water lines in the spring and fall. Maintains the water level of the fire pond.
3. Installs and removes seasonal water meters in the spring and fall or as needed.
4. Estimates the cost of and supervises and inspects the installations of new water and wastewater service connections.
5. Reads water meters in accordance with the trimesterly billing schedule.
6. Locates and maintains records of old and new water and sewer collection lines, valves and manholes with instruments, maps or inspections. Maintains utilities maps reflecting accurate locations of pipe lines, valves, hydrants, service connections and manholes. Coordinates with Dig Safe Alerts, ensuring the marking of underground utility lines prior to excavations.
7. Hires and supervises contractors for utility work in conjunction with the Village Agent and as approved by the Overseers. Shares joint responsibility with the Village Agent on Utilities construction projects.

8. Flushes and disinfects water lines, exercise valves, and unplugs wastewater collection line mains and service connections.
9. Maintains a parts, material and specialized tool and equipment inventory for repairs to pipelines, meters, valves and new water and sewer service installations.
10. Performs standby duty for the Utilities Department. Provides emergency response as appropriate - days, nights, weekends and holidays.
11. Test and repair meters, hydrants and valves. Install and remove the same and drain seasonal and flush year round water lines.
12. Establish and maintain effective working relationships with village associates, contractors, the public and others. Serve as a resource to the community on Utilities issues, providing information to and answering questions for Village residents. This position is the primary customer service contact for Village residents and must respond to their concerns promptly.
13. Perform any other duties as assigned.

### **Qualifications**

1. Knowledge of general principles of state and federal safe drinking water codes and water distribution and sewage collection systems.
2. Knowledge of trenching and shoring techniques, traffic control, confined spaces and lock out procedures.
3. Knowledge of joints and fittings and a general understanding of state and federal plumbing codes for basic plumbing and piping systems.
4. Knowledge of proper methods, materials, tools and power equipment used in water and wastewater works, maintenance and construction.
5. Must have a valid State of Maine driver's license, personal vehicle and the basic tools necessary to carry out the duties of maintaining a water and wastewater system.
6. Ability to understand and carry out oral and written instructions.
7. The Distribution Operator should reside in a location no more than 45 minutes from the NVC allowing for prompt response to emergency calls. It is preferred but not required that the Distribution Operator be a resident of the NVC

## **Education and Experience requirements**

A high school education or equivalent is preferred.

Any combination of training, education and experience that demonstrates an ability to perform the duties of the position is also required.

The typical qualifying entrance background is one year of experience as an operator or piper at a water or wastewater treatment plant. A Class I water distribution operator or wastewater treatment plant operator license or plumbing license is preferred but is not required. Should the employee not possess a Class I operator license, it is expected that they will test for and obtain this license within the first year of employment.

## **PHYSICAL DEMANDS AND WORKING CONDITIONS**

The work is regularly active with occasional periods of heavy exertion and is performed in shop or field settings. Typical positions require the operator to walk, stand, lift and carry up to 40 pounds; climb stairs and ladders; bend, kneel, crouch and crawl; reach, hold, grasp and turn objects. The work requires the ability to speak normally, to use normal or aided vision and hearing, and to detect odors and colors.

While performing these duties, the Distribution Operator occasionally works outside in inclement weather. The operator is from time to time exposed to wet, hot or cold conditions. The noise level in the field is sometimes loud and in the office moderately quiet.