

Job Description: DS Operator
SCA Equivalent: None
Effective Date: January 1, 2012
Last Revision: January 1, 2018
AIP Target: 10% of Base Earnings
Profit Centers: 203, 204

Primary Accountability - Responsible for the operation and maintenance of the distribution system ("DS") equipment and devices.

Description of Primary Responsibilities

- 1) Responsible for the operations and maintenance of the distribution system and equipment:
 - a) Collects water samples,
 - b) Calibrates equipment,
 - c) Orders chemicals,
 - d) Maintains laboratory supplies,
 - e) Performs minor repairs to plant equipment,
 - f) Conducts field tests: pH, temp, alkalinity, chlorides, calcium, conductivity, phosphorus, etc.,
 - g) Reads and records water meters,
 - h) Provides data to clients via hand held data logger or excel spreadsheet,
 - i) Conducts distribution system tours,
 - j) Operates and maintains water distribution system equipment to ensure compliance with state and federal limits.
- 2) Responsible for general maintenance in water treatment plant areas:
 - a) Paints equipment, buildings and other plant structures, including touch-ups and/or corrosion control/prevention,
 - b) Performs general yard work and grounds maintenance, maintains neat and clean appearance at all facilities.
- 3) Responsible for troubleshooting and repair equipment:
 - a) Inspects distribution system equipment,
 - b) Submits job orders and requisitions for tools, materials and supplies,
 - c) Participates in installation and repairs,
 - d) Responds to emergency calls,
 - e) Operates installed or assigned emergency equipment when necessary,
 - f) Assists in development of field estimates for repair and replace projects,
- 4) Prepares reports and documentation for management on operational capabilities:
 - a) Keeps a log of distribution system records,
 - b) Prepares and submits various operational reports,
 - c) Maintains and evaluates operating and maintenance reports and submits completed work orders in a timely manner.

Description of Primary Attributes

General Development:

- 1) Possesses basic organizational skills; typically able to organize own work.
- 2) Has the ability to work independently and as part of a team.
- 3) Consistently follows appropriate safety rules and practices.
- 4) Manages own duties and responsibilities on a fixed schedule without the need for direction or

assistance, if prioritization is required.

- 5) Is able to effectively select from alternatives to situations encountered on the job.

Professional & Technical Knowledge:

- 1) Possesses general work-related skills at a level consistent with completion of a high school diploma or GED, including written and verbal communication skills, computational and computer skills and mathematical knowledge.
- 2) Possesses knowledge of the practices and procedures used in the operation and maintenance of water treatment plant and equipment at a level expected of a State of Hawaii Grade I DS Operator.
- 3) Possesses knowledge of sampling methods and the physical and chemical tests used in treatment plant control, hazards and safety practices involved in working around high voltage equipment and moving machinery, process quality control requirements and remedial measures in dealing with process malfunctions and emergencies, at a level expected of a State of Hawaii Grade II DS Operator.

Technical Skills:

- 1) Has the ability to operate and maintain electrical pumping units and auxiliary equipment, use basic mechanic hand and power tools, read and interpret meters and gauges, record readings, and maintain operation records and perform the required laboratory tests and analyzes results.
- 2) Has the ability to prepare basic correspondence and simple reports in Microsoft Word.
- 3) Has the ability to use Microsoft Excel to create tables and simple displays of information.

Licenses & Certifications:

- 1) Possesses a valid Hawaii Driver License.
- 2) Successfully completes Ken Kerri Water Distribution System Operation and Maintenance (Exemption if possesses a valid State of Hawaii Grade IV Distribution License for at least 15 years).
- 3) Possesses a valid State of Hawaii Grade II DS Operator License.

Communications Skills:

- 1) Exercises tact and diplomacy in the resolution of mild conflicts or disagreements.
- 2) Effectively interprets and communicates complex and/or technical information to co-workers, clients, and others as required.
- 3) Effectively conveys technical information to non-technical audiences.

Physical Demands:

- 1) Meets the health and physical condition standards deemed necessary and proper for performance of these duties.
- 2) Is able to be exposed to hazardous conditions.
- 3) Is able to work shift, weekend and holiday schedules.
- 4) Has ability to perform heavy lifting up to 50 lbs and other manual work under adverse conditions.

Comments