

JOB DESCRIPTION

JOB TITLE: Water Operator
DEPARTMENT: Water Enterprise
REPORTS TO: Director of Water
PAY RANGE: Dependent upon experience.

APPROVED BY: JD Shivvers
APPROVED DATE: 07/20/2026
CLASSIFICATION: Nonexempt
ENTRY LEVEL: Water D & Dist. 1
LEVEL PREFERRED: Water C and Dist. 2

TO APPLY: Email a copy of your resume to Water Director JD Shivvers at jd.shivvers@whmd.org.

SUMMARY: Operation of Water Treatment Plant including sampling of raw water and final effluent, laboratory analysis of the samples to comply with State of Colorado Water Regulations, chemical dosing, maintenance of the equipment including pumps and pump stations, and building maintenance and grounds. Distribution system maintenance and repairs. Familiar with a valve maintenance trailer for valve exercising equipped with high pressure (3,000 PSI) pot holing equipment and vacuum, operating and maintenance fire hydrants, meter reads and installs, directional flushing, sampling, inspections, water main and curb stop locates, customer disconnects and reconnects, and customer complaints. High noise levels, working in traffic, able to operate heavy equipment, inspection equipment inserted into manholes for access underground vaults, requires lifting 60 lbs. Provides locates of the infrastructure as directed by the Utility Notification Center. Operates GIS equipment to provide data for accurate mapping of the distribution system.

DUTIES AND RESPONSIBILITIES:

The following reflects management's definition of essential functions for this job but does not restrict the tasks that may be assigned. Management may assign or reassign duties and responsibilities to this job at any time due to reasonable accommodation or other reasons.

- Operates and controls electric motors, pumps, and valves to regulate flow of raw water into treating plant.
- Pumps specified amounts of chemicals such as chlorine, ammonia, and lime into water or adjusts automatic devices that admit specified amounts of chemicals into tanks to disinfect, deodorize, and clarify water.
- Starts agitators to mix chemicals and allows impurities to settle to bottom of tank. Turns valves to regulate water through filter beds to remove impurities.
- Pumps purified water into water mains.
- Monitor's panelboard and adjusts controls to regulate flow rates, loss of head pressure and water elevation, and distribution of water.
- Cleans tanks and filter beds, using backwashing (reverse flow of water). Repairs and lubricates machines and equipment.
- Tests water samples to determine acidity, color, and impurities.
- Adds chemicals such as alum into tanks to coagulate impurities and to reduce acidity.
- Records data such as residual content of chemicals, water turbidity, and water pressure.
- Perform maintenance on the Distribution, fire hydrants, valves, flushing, disconnects and reconnects, meter reads and installs, etc.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.
- Colorado Driver's License; Class B Colorado Commercial Driver's License (optional).
- Class C Colorado Water Certification required.
- Class II Colorado Distribution System Certification required.
- The Water Operator must be certified in the State of Colorado, entry level employees with Water D and Distribution 1 must gain certification within 2 test cycles after hiring Class C Water and Class II Distribution. A Clean Colorado Driver's License driving record. Must live within 30 minutes of Falcon.
- Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.
- To perform this job successfully, an individual should have knowledge of Database software; Internet software; Spreadsheet software and Word Processing software.
- Confined Space Certified or had training.
- Ability to work alone with little or no supervision.
- Must be available for overtime when required.
- Must be available for on call.

PHYSICAL REQUIREMENTS:

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 do the following:

- Working in confined spaces, requiring working in uncomfortable positions including squatting, bending over, overhead, etc. Work environments range from hot to cold, day or night. Lifting up to 100 lbs. occasionally, shoveling, moving pumps, dragging hose, etc.

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 is regularly exposed to moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions and risk of electrical shock. The employee is frequently exposed to high, precarious places. The noise level in the work environment is usually moderate.

COMPETENCIES:

- To perform the job successfully, an individual should demonstrate the following competencies:
- Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.
- Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.
- Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
- Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

WOODMEN HILLS

METROPOLITAN DISTRICT

- Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Supports everyone's efforts to succeed. Leadership - Exhibit's confidence in self and others; Accepts feedback from others.
- Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
- Cost Consciousness - Works within approved budget; Conserves district resources.
- Diversity - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences.
- Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports district's goals and values; Supports affirmative action and respects diversity.
- Judgement - Displays willingness to make decisions, Exhibits sound and accurate judgment.
- Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.
- Planning/Organizing - Uses time efficiently.
- Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- Quantity - Completes work in timely manner, Works quickly.
- Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.
- Adaptability - Adapts to changes in the work environment; Able to deal with frequent change, delays, or unexpected events.
- Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work, when necessary, to reach goals.; Completes tasks on time or notifies appropriate person with an alternate plan.

WOODMEN HILLS

METROPOLITAN DISTRICT

- Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Looks for and takes advantage of opportunities; Asks for and offers help when needed.
- Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.
- Ability to properly follow State of Colorado Sampling Schedule
- Ability to properly collect all water samples required.

ELIGIBLE BENEFITS:

The district offers a competitive benefits package that includes:

- Health Insurance – 75% of premium paid by district.
- Dental, Vision, LTD, & Life Insurance – 100% of premium paid by employer.
- 457 Retirement Plan – employer match up to 4.5% after 1 year of employment

