

# APPENDIX M

## JOB POSITION DESCRIPTIONS REVIEW



**Date:** December 29, 2017

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**Project:** City of Flint, MI  
Water Distribution System Optimization Plan

**Subject:** Job Position Description Review

## **Introduction**

Position Descriptions can be valuable for both management and staff, but they must be properly structured to be most effective. They are important for use when a job is advertised, for recruitment of appropriate personnel, for defining expectations for staff performance, and defining training needs. In general, Position Descriptions should give a brief overview of the job, its responsibilities, its entrance requirements and how the job fits into the overall company structure and mission.

There are four Position Descriptions for Flint Water Service Center operators:

- Water Distribution Operator Trainee
- Water Distribution Operator
- Senior Water Distribution Operator
- Water Distribution Foreman

The Descriptions are included at the end of this section. The first two were first written in 1961, the Foreman was first written in the 1970s, and they have each been revised a number of times since then. The Senior Operator is more recent. The first three are covered by Local 1600 Bargaining Unit, and the Foreman position is covered by Local 1799.

There are also supervisory, administrative, and building maintenance positions in this group, and operator and supervisory positions for the Sewer Operations, but those Descriptions are not considered here.

The format of the Descriptions includes the following categories:

- General Statement of Duties

- Supervision Received
- Essential Duties and Responsibilities
- Minimum Entrance Requirements
- Necessary Special Requirements
- Physical Demands

## **Review**

The employment progression for the Flint Water Service Center (water distribution) is designed so that an employee typically spends one year as a Water Distribution Trainee. During that time, the employee works with various sections of the Water Service Center and so is exposed to all functions of the water distribution group. The one year also includes an initial six-month probationary period. Upon successful completion of this one year, the employee is expected to progress to the position of Water Distribution Operator after successful completion of an examination. Following a total of two years in the positions of Trainee and Water Distribution Operator, the employee is eligible to be considered for the position of Senior Water Distribution Operator. And, after three years in the Water Service Center, the employee is eligible to be considered for the position of Water Distribution Foreman. This employment ladder allows for employees to gain on the job experience required to progress to positions with more responsibility.

### *General Statement of Duties*

A review of the “General Statement of Duties” of these four Position Descriptions shows the progression described above. It is clear in the descriptions that there are significant differences in the degree of supervision, responsibility, and expectation of critical thinking between the Trainee and the Operator positions. The Senior Operator General Statement is the same as the Water Distribution Operator, with one significant addition to the Senior Operator which calls for the operation and maintenance of heavy equipment. The Water Distribution Foreman General Statement of Duties emphasizes the supervision of the tasks listed in the other three descriptions, as well as describes the requirements of cost estimating, contractor and public interface, and record keeping.

The General Statement of Duties section of the four Descriptions generally provides a good summary of the positions. One area that is lacking in the Trainee Statement is the duty/responsibility that describes the specific tasks related to meters, although that sentence is included in the Water Treatment Operator and the Senior Treatment Operator Duties. Also, while the Foreman’s Statement indicates that this employee will be responsible for the supervision of certain tasks, it would be more indicative of the actual job duties if it were stressed that the

foreman is responsible for the **supervision of operators** performing certain tasks. That addition would serve to emphasize the requirements for personnel management of that position.

The descriptions are generally similar to those used for similar position at other water suppliers. However, it is recommended that two duties be added to all four Descriptions to include responsibilities and duties pertaining to customer interaction. For example, “interacts with customers and acts as a representative of the Company” should be added to emphasize that this position has customer service duties because these personnel spend most of their time in the field where people interact with them. Further, because the primary duty of all water professionals is to protect the public from water based adverse health impacts, a responsibility reflecting this duty should be added to all four Descriptions. For example a duty/responsibility such as “performs all work in a manner that maintains the water quality in the system” is recommended.

#### *Minimum Entrance Requirements and Necessary Special Requirements*

Table 1 shows a summary of these two sections, Minimum Entrance Requirements and Necessary Special Requirements,” for the four Position Descriptions.

**Table 1 Elements of requirements taken from four Water Operator position descriptions**

	Trainee	Operator	Senior Operator	Foreman
<b>Minimum entrance requirements</b>				
ability to orally communicate and follow oral instructions	x			
ability to use common tools	x			
ability to perform manual labor in severe weather, mud and water	x	x	x	
mechanical aptitude	x	x		
ability to meet the physical, mental and visual standards of the job	x	x	x	
ability to work without unnecessary endangerment	x	x	x	x
underground excavation and heavy equipment experience optional	x			
Familiarity with Methods, Materials and practices of water system		x	x	x
working knowledge of water service and distribution system		x	x	x
oral communication and blueprint reading		x	x	x
use of tools common to water distribution, construction and maintenance		x	x	x
knowledge of heavy automotive and diesel construction equipment			x	
ability to repair (minor) and service heavy equipment			x	
operation of heavy automotive and diesel construction equipment			x	
possess operator S-2 license				x
ability to supervise construction work				x
carry out written and oral instructions and make reports				x
establish and maintain relationships with crews and with the public				x
<b>Necessary Special Requirements</b>				
Valid driver's license	x	x	x	x
CDL class B license	x	x		
progression requirement	x	x	x	x
6 month probation	x			
CDL (MI) Class A license			x	
Water works S-3 license			x	
competent person certification			x	x
Water works S-2 license				x

This Table highlights some important issues. As noted above, there is limited importance placed on customer interaction and being an appropriate representative of the utility. The ability to communicate with the public is not listed here, except at the Foreman level. The importance of working in a manner that protects the quality of the water is not listed at any level, but is an important part of the position. These duties and responsibilities should be listed as an expectation/requirement at the Trainee level, and carried through to the Foreman level.

The only item that is consistent through the four positions is the ability to work “in a manner that will not unnecessarily endanger the safety...” That highlights the importance of the safety requirement and so the emphasis is appropriate. However, other requirements should be carried through to all four levels, particularly between the Senior Operator and the Foreman levels. For example, if the Foreman is expected to supervise all of the types of work done by the Section, then some of the expectations of the Senior Operators should be carried through to the Foreman level, such as knowledge of heavy equipment. Also, the first three positions require some type of Commercial Driver’s License be obtained, but that is not a requirement for the Foreman position. These positions are meant to be progressive and so all skills required of the trainee should be required throughout the four levels. It is recommended that the skills carry through and build on each other.

The duties of all of these personnel revolve around doing repairs and installations in potentially dangerous environments. Using hand tools such as shovels is a critical competency, but this is not explicitly stated in these requirements. Although it may be assumed that excavation (hand and using equipment) is part of this job, it is not explicitly listed in each Position Description’s “General Statement of Duties”. Each of the Description’s “Essential Duties and Responsibilities” addresses this duty differently. The Trainee is expected to “dig and back-fill trenches and dig up curb boxes,” but the Water Operator is only listed as being required to dig up curb boxes. The Senior Operator is required to dig and back fill with heavy equipment. Although in practice, the Trainee is the most likely employee to dig a trench by hand shovel, this duty is common through the positions, and so the ability to dig a trench by hand should be listed as an important competency of this position. It was our observation that the Trainee also operates equipment. Again, consistency of required skills for each level should be assessed.

Further, working around and with heavy automotive and construction equipment, as well as maintaining and repairing them is an important component of the job. But, these requirements aren’t listed until the level of Senior Operator. While Senior Operators should be ultimately responsible for these tasks, the requirement that the employee have the ability and the comfort level required to learn to use these pieces of equipment should be introduced at the Trainee or the Water Operator level.

Another important omission, especially at the Trainee level and the Water Operator level is the ability to work harmoniously with others. This is listed in the Foreman’s Position Description, but it should be emphasized for all employees of the Water Service Center.

### *Essential Duties and Responsibilities*

This section of the four Position Descriptions, Essential Duties and Responsibilities, generally does a good job of describing the increasing responsibilities and levels of supervision and critical thinking needed to perform the duties associated with these positions.

The following could be considered as additions:

1. Interacts with customers and acts as a representative of the Utility
2. Performs all tasks and duties according to established safety procedures
3. Performs all tasks in a manner that maintains the water quality of the system

In general, it would be useful for the this section of the Trainee, Water Operator and Senior Operator Description be rearranged so that the specific items are in consistent order, even if there are additional responsibilities associated with each. For example, Item #1 is similar for the Trainee and the Water Operator, but it is Item 4 in the Senior Operator description. Similarly, item #2 of the Water Operator is the same as item #12 of the Senior Operator, although there appears to be a typo in #12, as compared to item #2. Having the items in a similar order would help the employee understand the progression of responsibility with each item.

In practice, the water distribution side of the Water Service Center is divided into teams that work on different duties, such as repairs, meters, and maintenance. It may be worthwhile to group the duties according to the actual assignments of the different areas. However, it is important that all Operators are able to perform the functions of all the groups, so individual Position Descriptions for each area is not warranted.

The duties associated with meter reading, repair, recording, change out, etc., could be better presented. Obviously, those duties have changed over time with changing technologies, and some of the language could be edited. This would be important if an employee wanted to pursue working solely with the meter tasks of the Service Center.

### *Overall review of words and phrases*

It appears that over time, and many revisions that words have been misspelled and altered. The Descriptions included at the end of this section were imported into WORD and so many of the typos are highlighted, but not all of the misused words are apparent. An example of a misspelling is in the Senior Operator Description, which has a section labelled “Supervision Exersived.”

Words are used incorrectly, or inconsistently, For example, see items #7 in the Trainee and Water Operator and item #8 in the Senior Operator Descriptions – some say “drives utility dump trucks” and one says “drives utility and dump trucks. Another example is that each of the four Descriptions has a different version of what is probably meant to read, “The employee is occasionally required to ... use hands and fingers to handle, feel or operate objects.”

*The Trainee Description states: “use hands to finger, handle, feel or operate objects.”*

*The Water Operator Description states: “use hands to finer, handle, feel or operate objects.”*

*The Senior Operator Description states: “use hands to handle, feel or operate objects.”*

*The Foreman Description states: “use hands to finger, handle, feel or operate objects.”*

Although editing and wording consistency wouldn't affect the content it would make the documents more polished. These positions are critical to the mission of the Flint Water System and the Position Descriptions should reflect the appropriate level of professionalism. Gender neutral terms are also recommended.

### **Implications for Training Needs**

As shown in Figure 1, many of the essential duties and responsibilities of these positions require skills that are brought to the job (skills with tools, ability to drive a truck, working with distribution system materials) and the ability to do the specific tasks required are learned on the job from other, more senior employees. But there are some tasks that should be learned or reinforced through training including:

*Operation, repair and maintenance of heavy equipment.* This is shown as a duty of the Senior Water Operator, but is a critical competency of all levels of this position. More formalized training, particularly at the Water Operator level would benefit the Water Service Center personnel.

*Safety Training.* This is not listed as a requirement until the Senior Operator level, although in practice, some training is offered to all employees. Additional, frequent safety training is important given the hazardous environments that most of the work is performed.

*Customer Service Training.* A recommendation here was to add “represent the Utility to customers” to the list of essential duties. Training would be beneficial on the specifics of the Flint system, as well as general knowledge regarding water treatment and distribution. Customers will always ask or even confront the “front line” employees because those are the people they see that represent Flint Water. Therefore, it is important that all employees are equipped with the proper knowledge and appropriate answers to the questions asked, even if the answer is “call this number and they'll answer your questions.”

*Public Health Training.* In practice, the Water Service Center employees are taught on the job to perform their work in such a way that the water quality is protected. But, formal training should be provided that fully explains the importance and the “how to” of disinfection and water quality protection in the distribution system. Although disinfecting new mains is occasionally required, it is not listed as a responsibility of the Operators. In practice all Operators should be trained to



look for and be aware of possible water quality issues such as improper backflow, low pressure, and undocumented connections.

## **Conclusions**

The four Position Descriptions that are used for the Water Distribution Operators of the Flint Water Service Center staff were reviewed. While they comprehensively describe most of the functions that these employees perform, a number of recommendations were made.

Duties and responsibilities pertaining to the role of these operators as representatives of the Utility to water customers should be added to both the ‘Essential Duties Section’ and to the ‘General Statement of Duties.’ Also, a duty to work harmoniously with other personnel should be added to all Descriptions, and the Foreman’s ‘General Statement of Duties’ should reflect that personnel management is an integral part of this position’s responsibility. Duties should be progressive with the basic function building through promotion and new skills added but old skills not deleted. The documents should be redone for typos and wording as well as order of placement.

Additional training was recommended to strengthen the competencies identified as being critical to these positions – heavy equipment operation, safety and customer service.

**CITY OF FLINT**  
**Position Description**

Class Title:	Water Distribution Foreman	Job Code Number:	24-N-013
Established:	August 8, 1976	Bargaining Unit:	Local 1799

**GENERAL STATEMENT OF DUTIES:**

Supervises and participates in the construction, installation, maintenance, repair, testing and inspection of the Water Distribution System and equipment; estimates cost of work and materials; confers with contractors and customers regarding water systems; keeps various production records; performs related work as required.

**SUPERVISION RECEIVED:**

Works under the supervision of the Assistant Water Distribution Supervisor, or an employee of higher grade, who assigns work and inspects for proper completion and conformance with established policies and regulations.

**SUPERVISION EXERCISED:**

Exercises working supervision over a number of employees engaged in the installation and repair of water mains, service lines, and other water distribution appurtenances.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Supervises and participates in constructing and repairing water mains and water services lines; installing gate valves and fire hydrants; constructing and repairing manholes on gate valves, valve boxes and curb boxes; inserting gate valves and making connections with tapping or drilling machine while maintaining constant water pressure.
2. Supervises and participates in the installation, maintenance and repair of service connections, including tapping water main and laying service pipe; connecting shutoff valves; installing curb boxes; and digging and back-filling trenches.
3. Supervises and participates in the installation and/or removal of consumer water meters
4. Supervises and participates in checking locations for valves, manholes, valve boxes, and curb boxes; dismantling, cleaning and repairing or replacing broken valves, curb shut-offs, curb cocks, check and waste valves and fire hydrants; shutting off line valves; and repairing of mains, line valves, and fire hydrants.
5. Supervises and participates in caulking joints, cutting pipe, cutting out broken pipe, installing repair sleeves, shutting off valves, relocating water mains, water service lines, line valves, shutoff valves, and fire hydrants.
6. Supervises and participates in the operation of portable air compressors, pumps, generators, hydraulic or air operated pipe cutters, valveinserting machines, tapping or drilling machines for pressure connections, valveoperating machines, hydraulic excavators, backhoes and sand blasting equipment. Drives vehicles.
7. Contacts customers and makes arrangements for temporary shutoff of water for repairs and new connections and installation of mains and meters; investigates customer complaints regarding faulty service leaks and other water system operating difficulties.
8. Supervises and participates in an ongoing crossconnection inspection program; confers with contractors to discuss blueprints and the method for completion of work.
9. Plans and coordinates daily work schedules. Maintains various production records; prepares, reviews, and verifies daily work reports; completes various forms and maintains a variety of records.

## Water Distribution Foreman – page 2

### **MINIMUM ENTRANCE REQUIREMENTS:**

- A. Three (3) years of experience as a Water Distribution Maintainers.
- B. Considerable knowledge of the materials, methods, and practices commonly used in water system installation and maintenance.
- C. Possession of a valid MDEQ Waterworks System Operator S-2 certificate.
- D. Skill in the use and care of tools and equipment used in a water distribution system.
- E. Ability to lay out, direct and supervise the work of a small sized group of workers performing construction, maintenance, and installation functions.
- F. Ability to interpret and work from blueprints.
- G. Ability to understand and effectively carry out written and oral instructions and to make reports.
- H. Ability to establish and maintain harmonious working relationships with employees and the public.
- I. Ability and willingness to work in a manner that will not needlessly endanger the safety to one's self, other persons, and equipment.

### **NECESSARY SPECIAL REQUIREMENT:**

- Must possess a valid MDEQ Waterworks System Operator License S-2 Operator's Certificate or be able to write State of Michigan examination for S-2 certificate and pass within two (2) years of appointment.
- Possession and maintenance of a valid State of Michigan Driver's License at time of appointment.
- Must possess valid MIOSHA Certificate of Training as a "competent person" in excavation safety or be able to successfully complete training in this area within one (1) year of appointment.

### **PHYSICAL DEMANDS:**

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, traffic, toxic or caustic chemicals, risk of electrical shock, and vibration. The employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell. The employee must occasionally lift and/or move up to 25 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. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

### **Classification History**

Reclassified & Reallocated: CSC Mtg. 8/6/76  
Revised: Personnel 5/18/77  
Revised: Personnel 11/10/79  
Revised: Personnel 11/9/81  
Revised: Personnel 6/27/84  
Revised: Personnel 11/5/84  
Revised: Personnel 3/28/90  
Revised: Personnel 10/8/92  
Reallocated: Personnel 10/21/07

**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.**

**CITY OF FLINT  
Position Description**

Class Title:	Senior Water Distribution Operator	Job Code Number:	22B-N-063
Established:		Bargaining Unit:	Local 1600

**GENERAL STATEMENT OF DUTIES:** Operates, maintains, and repairs equipment used for digging, loading, unloading, and handling materials used in the installation, repair and maintenance of the City of Flint Water System. Inspects, installs, maintains, and repairs water mains, water service lines, valves, meters, hydrants, and other appurtenances of the water supply system. Performs a variety of tasks related to the inspection, testing, reading, installation, resetting, and/or removal of residential and commercial meters. Turns water on and off at the curb box. Performs related work as required.

**SUPERVISION RECEIVED:** Works under the supervision of an employee of higher grade who assigns work and inspects jobs in progress.

**SUPERVISION EXERVISED:** May exercise working supervision over a small number of employees engages in the installation and maintenance of the City Water System.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Operates, maintains and repairs, heavy equipment to dig excavations for repair and installation of water mains, water service lines, fire hydrants, gates, valves, manholes or other components of the City Water System. Loads and unloads materials and supplies to and from trucks, other transporting equipment and stockpiles.
2. Operates heavy equipment for excavating and handling materials for various other City Departments in unusual or critical areas.
3. May assist foreman, and in his absence, performs the duties of the lead main in directing field crews in installation and repairs to the City Water System.
4. Installs water mains and new service lines; inspects new mains and service lines being installed by contractors; may on occasion confer with contractors relate to installations and inspections of services lines and water mains; inserts tapping valves for new mains and services lines while maintaining constant water pressure.
5. Lays and repairs water mains; installs, operates, and repairs valves of all sizes; installs, repairs. And tests fire hydrants; constructs and repairs manholes on gate valves.
6. Connects shut-off valves and stop box; digs up curb boxes; thaws frozen lines in winter; constructs and repairs headers for multiple meter settings.
7. Installs and removes consumer water meters; reads commercial and residential meters as required; checks low pressure complains and causes of high water bills; makes cost estimates for relocation of meters and repair of service lines as required.
8. Drives utility and dump trucks; orders materials, makes out simple reports on work performed and materials used.
9. Uses various hand held computing devices to program transponder, obtain meter reads, and diagnose transponder and/or meter malfunctions.'
10. Installs, maintains, and removes meters and transponders. Records meter reads.
11. Contacts customers and makes arrangements for temporary shutoff of water for repairs and/or new connections and installations of mains. May be assigned duties in the stockroom.
12. Reads and interprets blueprints in location and marking water or sewer infrastructure.
13. May be required to perform sewer operation duties if necessary.

**MINIMUM ENTRANCE REQUIREMENTS:**

- A. Two years experience as a Water Distribution Maintainer or Senior Operator training series.
- B. Familiarity with the materials, methods, and practices of water system installation and maintenance.
- C. Working knowledge of water service and distribution system.
- D. Ability to carry out oral and written instructions and to work from blueprints.
- E. Skill in the use of tools and equipment common to water distribution, construction, maintenance, and service.
- F. Working knowledge of the principles of heavy automotive and diesel powered construction equipment operation and its uses.
- G. Ability to make minor repairs and adjustments and to service heavy construction equipment.
- H. Skill in the operation of heavy automotive and diesel powered construction equipment.
- I. Ability to meet the physical, mental, and visual standards of the job.
- J. Ability and willingness to work in a manner that will not needlessly endanger the safety to one's self, other persons, and equipment.
- K. Ability to work in all outside weather conditions and at all times of day or night.

**NECESSARY SPECIAL REQUIREMENTS:**

- Possession and maintenance of a valid State of Michigan's driver's license.
- Possession and maintenance of a valid State of Michigan's C.D.L. driver's license "A" endorsement or the receipt of one within three (3) months of appointment.
- Possession and maintenance of an M.D.P.H. Waterworks System Operator "S-3" license or receipt of one within three (3) years of appointment.
- Most possess valid MIOSHA Certificate of Training as a "competent person" in excavation safety or be able to successfully complete training in this area within one (1) year of appointment.

**PHYSICAL DEMANDS:**

The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, traffic, toxic or caustic chemicals, risk of electrical shock, and vibration. The employee is occasionally required to stand; walk; **use hands to handle, feel or operate objects**, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell. The employee must 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. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

**Classification History:**

(LOU 11/24/13 Merged to New Training Series)

**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.**

**CITY OF FLINT**  
**Position Description**

Class Title:	Water Distribution Operator	Job Code Number:	20-N-036
Established:		Bargaining Unit:	Local 1600

**GENERAL STATEMENT OF DUTIES:** Inspects, installs, maintains, and repairs water mains, water service lines, valves, meters, hydrants, and other appurtenances of the water supply system. Turns water on and off at the curb box. Performs a variety of tasks related to the inspection, testing, reading, installation, resetting, and/or removal of residential and commercial meters. May work independently or with one or more other water service employees, or may act as lead man in a small work crew; performs related work as required.

**SUPERVISION RECEIVED:** Works under the direct supervision of an employee of a higher grade who assigns work and checks for proper performance of duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Installs water mains and new service lines; inspects new mains and services lines being installed by contractors; may on occasion confer with contractors relative to installations and inspections of service lines and water mains; inserts tapping valves for new mains and service lines while maintaining constant water pressure.
2. Reads and interprets blueprints in locating and marking water or sewer infrastructure
3. Lays and repairs water mains; install, operates and repairs valves of all sizes; installs repairs, and tests fire hydrants; constructs and repairs manholes on gate valves.
4. Installs service connections, including tapping water main and laying service pipe; connects and disconnects shut-off valves and stop box; digs up curb boxes; thaws frozen lines in winter; constructs and repair header for multiple meter settings.
5. Pours lead and caulks joints, cuts pipe, cuts out broken pipe, puts on sleeves, shuts off gate valves, repacks stuffing boxes.
6. Installs and removes consumer water meters; reads commercial and residential meters as required; checks low pressure complaints and causes of high water bills; makes cost estimates for relocation of meters and repair of service lines as required.
7. Drives utility dump trucks; orders materials; makes out simple reports on work performed and materials used.
8. May act as lead man in a small work crew engaged in installation and maintenance, or may work independently or with one or more Water Service Men.
9. May clean and repack water meters and/or be assigned duties in the stockroom.
10. Contacts customers and makes arrangements for temporary shutoff of water for repairs and/or new connections and installations of mains.
11. May be required to perform sewer maintenance duties if necessary.

**MINIMUM ENTRANCE REQUIREMENTS:**

- A. One year of experience as a Water Distribution Maintainer Trainee with the Water Distribution and Service system.
- B. Familiarity with the materials, methods and practices of water system installation and maintenance.
- C. Working knowledge of the water service and distribution system.
- D. Ability to carry out oral and written instructions and to work from blueprints.

**MINIMUM ENTRANCE REQUIREMENTS CON'T:**

- E. Skill in the use of tools and equipment common to water distribution, construction, maintenance, and service.
- F. Ability to perform manual labor for extended periods under unfavorable climatic conditions or in mud and water.
- G. Mechanical aptitude.
- H. Ability to meet the physical, mental and visual standards of the job.
- I. Ability and willingness to work in a manner that will not needlessly endanger the safety to one's self, other persons and equipment.

**NECESSARY SPECIAL REQUIREMENT:**

- A. Possession and maintenance of a valid Driver's License.
- B. Possession and maintenance of a valid CDL Class B Driver's License.
- C. Must successfully advance to Water Distribution Senior Operator by passing test and meeting all other job requirements after 1 year in this position which is part of a training series.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, traffic, toxic or caustic chemicals, risk of electrical shock, and vibration. The employee is occasionally required to stand; walk; use hands to finer, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is frequently required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell. The employee must frequently lift and/or move up to 50 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.

**Classification History**

REVISED: CSC Mtg. 07/24/61, 08/09/67  
RETITLED: CSC Mtg. 07/02/74  
REVISED: Personnel 10/16/81  
REALLOCATED: Wage inequity 07/01/85  
REVISED: Personnel 06/03/91  
REALLOCATED: Human Resources 07/01/2006  
REVISED, REALLOCATED, RETITLED: Human Resources 11/08/13  
(LOU 11/24/13 Merged to New Training Series)

**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.**

**CITY OF FLINT  
Position Description**

Class Title:	Water Distribution Operator Trainee	Job Code Number:	16-N-035
Established:	June 26, 1961	Bargaining Unit:	Local 1600

**GENERAL STATEMENT OF DUTIES:** Under an on-the-job training program with close supervision installs, maintains and repairs water mains, valves, meters, hydrants and other appurtenances of the water supply system; performs related work as required. As the training progresses, supervision may be proportionately decreased and the responsibility of assignments increased. After completion of 2080 paid working hours, not including overtime, of on-the-job training, in the Water Service Center Division, the training period will be considered complete and the employee eligible for examination for promotion to Water Distribution Operator.

**SUPERVISION RECEIVED:** Works under the direct supervision of a foreman or employee of a higher grade who assigns work and checks for proper performance of duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Installs water mains and new service lines; inserts tapping valves for new mains and service lines.
2. Lays and repairs water mains; repairs gate valves; installs, repairs and tests fire hydrants; constructs and repairs wells on line gates.
3. Installs service connections, including tapping water main and laying service pipe; connects and disconnects shut-off valves and stop box; digs and back-fills trenches; locates and digs up curb boxes as necessary; thaws frozen lines in winter.
4. Caulks joins, cuts pipe, cuts out broken pipe, puts on sleeves, shuts off gate valves, repairs stuffing boxes.
5. Installs and removes consumer water meters. Performs water turn on and offs.
6. Operates equipment such as air compressors, valve turning or other equipment associated with water distribution and repair.
7. Drives utility dump trucks or other vehicles; orders materials; makes out simple reports on work performed and materials used.
8. May work with one or more Water Service Center employees.
9. May clean and repack water meters and/or be assigned duties in the stockroom.
10. May be required to perform duties in Sewer Operations.

**MINIMUM ENTRANCE REQUIREMENTS:**

- A. Ability to communicate orally and carry out oral instructions.
- B. Skill in the use of the more common shop tools.
- C. Ability to perform manual labor for extended periods under unfavorable climatic conditions or in mud or water.
- D. Mechanical aptitude.
- E. Ability to meet the physical, mental and visual standards of the job.
- F. Ability and willingness to work in a manner that will not needlessly endanger the safety to one's self, other persons, and equipment.
- G. Underground excavation and heavy equipment experience preferred.

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**NECESSARY SPECIAL REQUIREMENT:**

- A. Possession and maintenance of a valid Driver's License.
- B. Possession and maintenance of a valid CDL class B Driver's License.
- C. Progression in the training series to Senior Operator level is required to remain in the program. Must make continuous satisfactory progress in the training program including promotion to Operator within twelve (12) months to remain employed in the series. Operational knowledge and training progress will be assessed periodically by WSC supervision.
- D. Employee must successfully complete six (6) month probationary period.



**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, traffic, toxic or caustic chemicals, risk of electrical shock, and vibration. The employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is frequently required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell. The employee must frequently lift and/or move up to 50 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.

**Classification History**

Allocated: CSC MTG. 05/15/61

Established: SC MTG. 06/26/61

Reallocated: CSC MTG. 12/12/69

Re-titled: CSC MTG. 07/02/74

Revised: Personnel 07/07/81, 03/17/82,  
05/03/90, 02/01/01, 02/25/11

Revised, Reallocated, Retitled: Human Resources 11/08/2013  
(Formerly Water Distribution Maintainer Trainee)  
(LOU 11/24/13 Merged to New Training Series)

**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.**