

# WHEATLAND ELECTRIC COOPERATIVE, INC.

## JOB DESCRIPTION

Wheatland Water (a division of Wheatland Electric) is looking for a Water Works Technician in Garden City. This is a full-time position. If qualified and interested in this position, email a cover letter and resume to [resumes@weci.net](mailto:resumes@weci.net). Please put "Water Works Technician" in the subject line.

**PURPOSE OF POSITION:** Under general supervision, assists in the operation of a water plant by maintaining pumping plant equipment, and performs chemical tests on water. Also records daily meter, effluent, reverse osmosis skid, and chlorine residual reads associated with the Cooperative's water treatment plant, effluent delivery system, and water ranch assets.

### ESSENTIAL FUNCTIONS:

- a) Operates and checks the operation of pumps, valves, filters, and electric motors involved in the operation of a domestic water treatment plant. Also assists in the maintenance of the water treatment plant, including membrane change outs and the replenishing of chemicals used to treat the water.
- b) Changes flowmeter chart.
- c) Takes and records readings of meters, gauges and temperatures.
- d) Reads meters and gauges and regulates flow of wastewater in person and using a computer and remote camera view. Makes daily tests of water and waste water in various stages of process and determines necessary changes in dosage and treatment.
- e) Installs water services including the installation of a saddle, corporation, stop, meter pit, setter, meter, valve sleeve, and associated hardware.
- f) Installs and uninstalls water meters as needed. Perform basic repairs or sends them off to outside vendors for in-depth repairs.
- g) Responds to water emergencies during and after business hours in a reasonable amount of time based on weather and road conditions.
- h) Shovels holes and trenches up to 48" deep.
- i) Packs, greases, and oils pumps and equipment regularly.
- j) Performs preventative maintenance on HVAC systems at well houses.
- k) Performs basic troubleshooting and maintenance of various electrical and electronic equipment, and networking cables and equipment.
- l) Provides information regarding the location of existing lines and other utilities for Finney County Rural Water District, and the Cooperative's Water and Broadband divisions in the Garden City area.
- m) Drives a utility truck to different water facilities.
- n) Participates in safety meetings and training programs as required.

- o) Be in possession of, and have the ability to maintain, a valid Drivers License to allow for driving vehicles to various office locations, Cooperative property, and training.

## **MINIMUM JOB SPECIFICATIONS**

**EDUCATION AND EXPERIENCE:** High School diploma or equivalent is required. Minimum of one year in water utilities or agriculture or a building trade is preferred. Requires attaining Class IV Water System Operator credentials within three years of employment with on-the-job training.

- **SKILLS AND ABILITIES**

**Required**

- a) Typing Skills – Fine finger dexterity and the ability to type quickly and accurately to create correspondence.
- b) Computer Skills – The ability to use a computer and its corresponding accessories including a mouse, keyboard and monitor. This also includes the ability to learn new software as needed.
- c) Microsoft Office Suite – Basic skill level in Excel and Outlook.
- d) Communication – Communicating effectively in writing as appropriate for the needs of the audience. This includes using proper grammar and punctuation. The ability to verbally convey information to others in a way they can understand. This includes the ability to tailor your communication style to a wide variety of individuals inside and outside of the Cooperative. The ability to listen and interpret what individuals are asking/telling you.
- e) Confidentiality – The ability to maintain confidential Cooperative and employee information.
- f) Ability to read and interpret gauges and recording devices reflecting plant operations
- g) Basic Mechanical and Electrical Skills-The ability to make repairs and adjustments to equipment using the appropriate tools.
- h) Organization – The ability to keep files, schedules and projects organized.
- i) Detail Oriented – The ability to pay attention to details.
- j) Time Management – Managing one's own time.
- k) Mathematics – Using mathematics to solve problems.
- l) Ability to pass pre-employment drug test. Also have the ability to pass ongoing random drug and alcohol testing.
- m) Ability to pass a background check.

**Preferred**

- a) Snag-It – The ability to use the Snag-It program to take screen shots for use in training and presentation materials.
- b) Water/Wastewater Treatment Knowledge-Knowledge of methods and techniques of water and/or wastewater treatment and operation and maintenance of equipment used in water and wastewater treatment such as pumps, valves, motors, and filters.

and tests used in checking the effectiveness of water and sewage treatment processes.

- c) Endress Hauser Equipment – Includes meters and conductivity meters.
- d) Allen Bradley Software – Ability to use Allen Bradley Factory Talk, Allen Bradley RS View, and Allen Bradley Historian.
- e) WIN-911 Software – Ability to use WIN-911 Advanced Alarm Notification Software.
- f) Utilisphere – Ability to use Utilisphere to perform locate functions.
- g) Sensus Products – Knowledge of and ability to use Sensus Auto-Vu/Auto Read and Sensus Hand Held remote meter reading and programming tools

## **WORKING CONDITIONS**

- **WORKING RELATIONSHIPS:** Reports to Manager of Water Works. Works with employees, vendors, members, and government agencies.
- **WORK ENVIRONMENT:** Work is both in controlled office environment and outside. Controlled office environment includes sedentary work with normal temperatures and normal conversations noise levels. Outside environment includes extreme temperatures (-20 to 110 degrees F), in ice, snow, rain, sun, high humidity, dust, dirt, etc.
- **PHYSICAL DEMANDS:** The position will require periods of sitting, repetitive motion, and prolonged viewing and use of computer, monitor, keyboard, and mouse. It will also require some talking, listening, standing, walking (ability to walk over uneven terrain), reaching, pushing, pulling, driving and/or traveling, lifting up to 50 lbs., bending, stooping, squatting, lifting, twisting, balancing, kneeling, and working in awkward positions and enclosed spaces.

**EQUIPMENT AND MACHINERY USED:** The position will require the knowledge and use of a desktop computer, laptop computer, iPad, cell phone, and office equipment, such as calculators, scanners, copiers, printers, network telephone systems. It will also require the knowledge and use of basic tools (i.e. hammers, wrenches, screwdrivers, drills, etc.), and diagnostic and recording tools such as multimeters, fluke vibration meters, and meter reading equipment.

**POSITION TYPE:** The position is full-time and employees are expected to work 8 hours per day, during normal business hours, with intermittent overtime (to include Holidays, evenings, and weekends) required with or without notice.

**TRAVEL:** The position requires the Water Works Technician to travel to Cooperative office locations and property periodically throughout the year. Some traveling will also be required to attend training. Some overnight travel will be required.

**ADDITIONAL DUTIES:** Additional duties and responsibilities may be assigned or added to this job description at any time. The job description does not state or imply that these are the only activities to be performed by the employee holding this position. Employees are required to follow any other job-related instructions and to perform any other job-related responsibilities as requested by their supervisor. This document does not create an employment contract, implied or otherwise, other than an “at-will” employment relationship.

**Wheatland Electric is an E.O.E.**