

# La Plata West Water Authority

## Job Description - Operator/Manager

30-40 hours per week - salary commensurate with experience

### Minimum Requirements:

Colorado Certified Water Distribution - Level 1 (not required to start)

State-issued driver's license

High school diploma or equivalent

### Job Summary:

Under the direction of the Board of Directors, this position will manage and oversee the daily operations of the water system including water distribution and systems maintenance, with some office responsibilities as well as staff supervision and growing into other managerial functions as needed; approximately 30 to 40 hours per week.

### Essential Functions:

- Water system management and maintenance (Raw & Domestic) in accordance with the OM & R schedule, and Operator of Record's requirement if needed, including timely replacement of parts and repairs as they occur, and coordination with outside contractors. Ability to obtain physical meter readings when necessary, perform monthly compliance sampling per State permit and other protocols, submittal of compliance samples to the laboratory, compilation of test result reports, maintaining records, and reporting to board members, and corrective action protocols.
- Willingness and ability to obtain Colorado Operator certification within 6 months of hiring. Construction and plumbing experience strongly suggested. Ability to operate backhoe machinery a plus, but not required.
- Ensures treated water supplying the water system is safe and acceptable meeting regulatory standards before entering the LPWWA distribution system.
- Learn and use GIS information and Scada system to ensure timely and correct meter readings and billings are submitted to billing clerk, and learn to respond to 811 notifications with locates and postings.
- Account for all water authority property, provide proper maintenance of all distributions, storage, supply, office facilities, and other elements within the system.
- Maintain on-call status (nights, weekends, holidays, etc.), carry Authority-provided cell phone at all times, respond to phone calls, customer visits, and be able to identify and report emergency and major malfunctions to authority board members immediately and putting protocols into action.
- Supervisory capacity as growth of the Authority occurs involving employee selection, work assignments, performance evaluations, disciplinary actions and complaint resolution.
- Limited communication and collaboration with various local, county and state agencies' representatives.
- **Must possess a self-motivated, outgoing, positive attitude, and enjoy working with the customers, as this position will be the "FACE" of LPWWA, positively engaging with subscribers, and extensive outdoor field work in all weather conditions.** Knowledge of western La Plata County would be helpful, and any grant writing experience would assist the board in securing funds as needed.

Please submit your letter of interest with resume of job experience, qualifications, and references via email to the Board of Directors of the La Plata West Water Authority at: [lpwwaboard@gmail.com](mailto:lpwwaboard@gmail.com) by January 22, 2021.