



Position Description

Water Operator

DEPARTMENT: Public Works

POSITION TYPE: Full-Time | Non-Exempt

REPORTS TO: Public Works Director / Water Lead

LAST REVISED: August 31, 2026

WAGE: \$20.00 - \$24.00

BENEFITS: This position qualifies for benefits.

Overview:

Working under the direction of the Public Works Director and Water Lead, the Water Operator performs entry-level duties related to the installation, maintenance, repair, and operation of the City's municipal water distribution system. This position assists with water meter operations, marking City-owned underground utilities in response to Blue Stakes requests, system maintenance, emergency repairs, and other activities necessary to provide safe and reliable water service to the community. The Water Operator works closely with Public Works staff, City Hall, contractors, developers, property owners, and residents and is expected to provide courteous, professional service while following applicable safety requirements, City policies, and water system regulations.

Key Responsibilities:

Water Meter Operations & City Hall Support

- Reads, installs, replaces, tests, maintains, and troubleshoots residential and commercial water meters and related components.
- Assists with investigating abnormal meter readings, leaks, damaged equipment, and other meter-related concerns.
- Coordinates with City Hall staff to research and resolve utility service, meter, and customer account inquiries.
- Completes assigned service orders and maintains accurate documentation of work performed.
- Assists with turning water service on or off as authorized by the City.

Blue Stakes & Utility Locates

- Responds to Blue Stakes utility locate requests within required timelines.
- Locates and accurately marks underground City water lines and related infrastructure prior to excavation.
- Follows applicable Blue Stakes requirements, APWA color codes, City procedures, and industry standards.
- Maintains accurate records of completed locate requests and field markings.



- Assists with maintaining locating equipment, marking supplies, and related materials.

Water Line & Infrastructure Maintenance

- Assists with the installation, maintenance, repair, and replacement of water mains, service lines, valves, hydrants, meter setters, and other water distribution infrastructure.
- Responds to and assists with the repair of water main breaks, service line leaks, and other water system failures.
- Assists with excavation, trenching, backfilling, and site restoration associated with water system repairs and improvements.
- Performs routine inspection and preventative maintenance of water system facilities and equipment.
- Assists with identifying leaks, damaged infrastructure, and other conditions that may affect water system reliability.

Water System Operations

- Assists with routine flushing of the water distribution system.
- Assists with water sampling, testing, and other activities required to support drinking water quality and regulatory compliance.
- Monitors system conditions and reports unusual readings, leaks, pressure concerns, equipment failures, or other irregularities to the Water Lead.
- Maintains accurate operational, maintenance, inspection, and service records as assigned.
- Assists certified operators with routine operation and maintenance of the municipal water system.

Equipment & Field Operations

- Safely operates hand tools, power tools, pumps, compactors, and other utility-related equipment.
- Assists qualified equipment operators with backhoes, mini-excavators, loaders, and other heavy equipment during excavation and repair activities.
- Performs routine inspection, cleaning, and maintenance of assigned tools, vehicles, and equipment.
- Maintains work areas, vehicles, equipment, and materials in a clean, safe, and organized condition.
- Follows appropriate traffic control, trench safety, confined-space, and other applicable workplace safety procedures.

Emergency & On-Call Response

- Responds to water system emergencies, including main breaks, service leaks, equipment failures, and other urgent situations.
- Participates in scheduled after-hours, weekend, and holiday on-call rotations as assigned.
- Reports to work outside normal working hours when required to protect public health, safety, property, or City infrastructure.
- Assists with emergency repairs and restoration of water service in a safe and timely manner.

General Public Works Support

- Provides courteous and professional assistance to City department, residents, contractors, developers, and other members of the public.
- Follows City policies, safety procedures, and applicable state and federal regulations.



- Performs additional duties and special projects as assigned.

Knowledge, Skills and Abilities:

- Basic knowledge of mechanical systems, construction practices, and utility maintenance.
- Familiarity with, or willingness to learn, municipal water distribution operations, water meter maintenance, Blue Stakes procedures, underground utility marking, and APWA standards.
- Safely operates hand tools, power tools, and utility equipment.
- Reads and follows verbal and written instructions, maps, plans, technical procedures, and safety requirements.
- Accurately completes work orders, service records, Blue Stakes documentation, and other required records.
- Communicates professionally with coworkers, supervisors, contractors, and the public and works effectively both independently and as part of a crew.
- Adapts to changing priorities and responds appropriately to emergency situations.
- Performs strenuous physical work, including lifting, carrying, pushing, or pulling up to 75 pounds and regularly bending, stooping, kneeling, crouching, climbing, and reaching.
- Works safely in trenches, excavations, confined or restricted spaces, and in varying outdoor weather conditions.
- Willing to work evenings, weekends, holidays, and unscheduled hours for emergencies and assigned on-call rotations.

Minimum Qualifications:

- High school diploma or equivalent required.
- Valid driver's license with an acceptable driving record required.

Preferred Qualifications:

- Utah Drinking Water Distribution Operator Certification preferred at time of hire or the ability to obtain within two (2) years of hire and maintain certification as required for the position.
- Previous experience in water utilities, underground utility construction, public works, plumbing, mechanical maintenance, or a related field preferred.
- Experience operating backhoes, mini-excavators, loaders, or similar heavy equipment preferred.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.