

Pine Strawberry Water Improvement District  
PO Box 134, Pine AZ 85544 (Mailing address)  
6306 W Hardscrabble Mesa Rd, Pine AZ 85544 (Office location)  
(928) 476-4222

**EQUIPMENT OPERATOR/UTILITY WORKER**

**Position:** Equipment Operator/Utility Worker  
**Category:** Full Time - Nonexempt  
**Department:** Field Operations  
**Reports To:** Field Operations Supervisor  
**Schedule:** Monday-Friday, 7:00 AM-3:30 PM.

**Pay Range:** \$29,120 to \$52,000 per year  
Dependent on Experience & Qualifications

**JOB SUMMARY:**

Performs installation, maintenance, and repair work on water systems using front end loader, backhoe, skid steer loader and/or other heavy equipment. Performs technical duties associated with the inspection, testing, sampling, and monitoring of the water system to ensure compliance with safe drinking water standards. Performs technical work locating and marking underground utilities using maps, blueprints, and electronic equipment.

**SUPERVISION:**

This position has no supervisory responsibility. May be called upon to provide job site work directions and/or training to crew members assigned to their crew.

**DUTIES AND RESPONSIBILITIES:**

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. This is not intended to be a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.

- Employees will support the District's policies and role model these behaviors by:
  - a. Cultivating a positive work environment.
  - b. Providing quality customer service and maintaining productive working relationships.
  - c. Prioritizing and setting manageable goals.
  - d. Being efficient with time at work.
  - e. Communicating effectively with management, staff, customers, and visitors.
  - f. Being flexible and taking criticism constructively.

Initial:  
Supervisor: \_\_\_\_\_  
Employee: \_\_\_\_\_

- Employees will support compliance-related items by:
  - a. Following internal procedures and external regulations.
  - b. Bringing compliance issues to the attention of management.
  - c. Working collaboratively in all facets of position to meet position requirements and support District goals.
  - d. Conforming with all safety rules and use all appropriate safety equipment.

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Performs installation, maintenance, repair work and inspection on water systems, including water mains, pump stations, service connections, meters, meter boxes, valves, hydrant meters, backflow assemblies, and fire hydrants.
- Operates heavy equipment including front end loader, backhoe, skid steer loader and/or other heavy equipment.
- Performs technical duties of locating and marking underground District utilities, including water lines using installation knowledge, maps, blueprints, sketches, and magnetic/electronic equipment.
- Excavates, raises, lowers, or relocates water mains, water meters, valves, and fire hydrants. Flushes and cleans valves and lines on new or repaired lines.
- Tests, inventories, and performs final inspection on water meters in meter shop.
- Maintains written maintenance and repair work records, daily work logs, site sketches, and flow records. Maintains an inventory of location markings for future reference. Documents and photographs utility markings/stakes and related damage to utilities.
- Attends pre-construction conferences to provide utility marking information. Organize and prioritizes Blue Stake marking requests.
- Performs routine maintenance and servicing of tools/equipment to ensure good working condition. Reports all equipment issues to direct supervisor in a timely manner.
- Participates in safety and training programs. Instructs and guides assigned workers in material handling, equipment operation, policies/procedures, and related work operations and techniques.
- Performs all other related duties, as assigned.

**Education and Experience Required:**

High school diploma or GED plus one (1) to two (2) years relevant work experience.

**Certificates, Licenses, Registrations:**

Required:

- Must possess a valid State of Arizona Driver's License
- ADEQ Grade 1 water distribution or water treatment certification preferred. Must obtain within one year of hire.

Initial:  
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Employee: \_\_\_\_\_

### **Other**

- Ability to work schedule required to fulfill duties of position. At times, individual must be able to work in a fast-paced environment with ability to handle and prioritize multiple, competing tasks and demands and to seek supervisory assistance as appropriate.
- Individual must be flexible on-call 24 hours per day to meet emergency needs.
- Position is subject to overtime, holiday, and weekend work.

### **Skills and Abilities**

- Skill in the methods and tools of the plumbing, and building trades
- Skill in operating a variety of construction equipment, including backhoe, trencher, end loader, tap machine, dump truck
- Strong ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to represent the District effectively in a variety of settings with diverse community members.
- Strong communication and interpersonal skills (both oral and in writing).
- Comfortable working under pressure with strict deadlines.
- Strong attention to detail and well organized.
- Must be a self-starter, able to work independently as well as work effectively with teams of co-workers.
- Ability to perform simple math calculations including decimals, percentages, principles of fractions and interpret graphs.
- Must be able to maintain a calm, non-defensive attitude during crisis or potential crisis situations.
- Ability to read and comprehend basic instructions, correspondence, and memos.
- Ability to write reports and correspondence
- Handle multiple projects simultaneously.

### **Computer Skills:**

Required:

- Word Processing (MS Word)
- Spreadsheets (Excel)
- Electronic Meter Reader and PC

### **Physical Demands:**

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.

Initial:  
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Employee: \_\_\_\_\_

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is regularly required to stand, walk, sit, use hand to finger, handle or feel objects, tools, or controls; and reach with hands and arms. Employee may be required to carry, push/pull objects and materials up to 80 pounds. Specific vision abilities required by this job include close vision, ability to adjust focus, and manual dexterity in combination with eye/hand coordination.

Employee is exposed to climatic outdoor weather conditions

- work near moving mechanical equipment and parts;
- work in precarious places;
- exposed to fumes and/or chemicals, and airborne particles

Noise level is usually moderate.

District has multiple work sites and individual will be required to drive between these work sites.

The above statements are intended to describe the general nature and level of work performed by people assigned to this job. They are not intended to be an exhaustive list of responsibilities, duties and skills required of personnel so classified. Other functions may be assigned and management retains the right to add or change the duties at any time.

**Equal Opportunity Employer**

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information, or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.

Intial:  
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Employee: \_\_\_\_\_