

POSITION: **Water System Operator**
Position Reports to: General Manager
Status: Non-Exempt; Full-time
Wage Classification: Hourly
Reviewed: September 2025

SUMMARY: The **Water System Operator** position will be responsible for operations and maintenance of the systems water treatment plant, maintenance and repair of system distribution pipes and buildings, locating water lines using computer and paper maps, keeping logs and completing paperwork of assigned jobs, assisting customers as needed, work will be conducted in various weather conditions and on uneven terrain. This position participates in a rotating on-call duty afterhours for emergency needs of customers.

ESSENTIAL FUNCTIONS:

General Duties:

- Knowledge and ability to operate an iron and manganese treatment plant
- Daily checks of system plants and outbuildings
- Daily testing and of raw and treated water
- Repair and maintenance of system equipment and water lines

Requirements:

- Valid drivers license and ability to be insured
- Ability to operate various hand and power tools
- Ability to communicate effectively with customers and staff
- Ability to walk on uneven terrain
- Ability to ingress and egress on ladders
- Ability to lift/pull/push heavy items up to 75 lbs

OTHER FUNCTIONS:

- Attend staff and training meetings as required
- Other duties as necessary or as assigned

QUALIFICATIONS AND REQUIREMENTS:

Education, Skills and Work Experience

- High School or GED required
- Excellent written, verbal and telephone communication skills
- Knowledge and ability to operate computers and machinery
- Prior work experience in water treatment or related field is preferred but not required

NOTE:

- Due to the developing and changing nature of operational activities, this position must be viewed as subject to change and evolution. Management reserves the right to unilaterally change or add to job descriptions according to the needs of the organization. Job descriptions are to be considered advisory to the employee in carrying out the duties of their employment, but do not create contract rights for the employee.
- This position description is intended to provide a fairly comprehensive and accurate description of the position, but it will not cover all aspects, details or tasks required. Other functions, responsibilities and requirements may be assigned, and this position description may be changed at the direction of Grant-Roberts Rural Water System, Inc. at any time.
- Grant-Roberts Rural Water System, Inc., is an Equal Opportunity Employer, and will consider applicants for all positions without regard to race, color, religion, national origin, genetic information, sex, age, disability, veteran status, or any other basis prohibited by South Dakota or federal law.
- In accordance with the American's with Disabilities Act, the Grant-Roberts Rural Water System, Inc., will consider reasonable accommodations for qualified individuals with disabilities.

ACKNOWLEDGEMENT:

I have read this position description and will do my best to effectively perform the functions and responsibilities required.

Employee

Date