



**CITY OF TOLLESON**  
invites applications for the position of:  
**Water Distribution  
Operator**

An Equal Opportunity Employer

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**SALARY:**

Hourly  
\$17.53 - \$26.29

Annually  
\$36,462.40 - \$54,683.20

**OPENING DATE:** 07/15/09

**CLOSING DATE:** 07/29/09 05:00 PM

**DESCRIPTION:**

The purpose of this position is to monitor and maintain the water distribution system for the City of Tolleson. This is accomplished by repairing water lines; conducting marking and staking of water lines; completing work orders; conducting readings of water meters; responding to emergency waterline breaks; and completing repairs for fire hydrants. Other duties include repairing sewer lines, making minor plumbing, air conditioning, electrical repairs; streamlining various systems; operating the backhoe and dump truck; handling customer complaints; conducting observations of water flow; replacing cement and asphalt; and attending training and workshops.

**ESSENTIAL  
FUNCTIONS:**

Completes work orders by changing out meters; checking the accuracy of meter readings; turning water lines off and on; removing weeds around hydrants; assisting other employees with water-related requests; and completing other requests for services as needed.

Conducts marking and staking of water lines by driving to various project sites; checking current maps of the area; demarcating water lines at the location; keeping logs of site visits and completed procedures; contacting appropriate parties of the status of the marking process; updating waterline distribution maps by reviewing preliminary building plans; reviewing "as-built" plans; and checking to make certain all utilities are in proper place and location.

Responds to emergency waterline breaks by examining the area and assessing the extent of damage; determining equipment and parts needed for repairs; contacting the office to check on maps and markings of water lines in the area; demarcating these reported lines; keeping supervisor informed of job status; requesting additional staff as needed; turning off water; and completing the replacement of water breakage.

Repairs water lines by examining area and assessing extent of damage; contacting the office to check on maps and markings of water lines in the area; keeping the supervisor informed of the job status; requesting additional staff as needed; utilizing various machinery and equipment to dig around the area; obtaining necessary parts; turning off water; completing replacement of broken lines; and refilling dirt around the repaired sections.

Conducts readings of water meters by walking and/or driving to location within a six-mile radius to check and record meter readings via handwritten format or electronic reading.

Completes repairs for fire hydrants by examining the area and assessing the extent of damage to the hydrant; determining equipment and parts needed for repairs; contacting the office to check on maps and markings of water hydrant line;

demarcating the reported line; keeping the supervisor informed of job status; requesting additional staff as needed; turning off water; and completing replacement of fire hydrant line.

**QUALIFICATIONS:** High School diploma or equivalent (GED). Associate degree in Environmental Science, Biology or related area desirable. One (1) year experience; or, any equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved. Valid Arizona CDL Driver's License, Tanker endorsement preferred. Grade I Water Distribution Operator Certificate required. Grade II Water Distribution Operator Certificate desired.

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APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.tollesonaz.org>

ALTERNATIVE FORMAT MAY BE OBTAINED AT:

9555 W. Van Buren Street

Tolleson, AZ 85353

623-936-7111 Direct

Job #  
WATER DISTRIBUTION OPERATOR  
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## **Water Distribution Operator Supplemental Questionnaire**

\* 1. Do you have an active CDL drivers license?

\* 2. Do you have a tanker endorsement?

\* 3. Do you have a current Water Distribution Operator Certification?

\* Required Question