



## JORDANELLE SPECIAL SERVICE DISTRICT

### JOB DESCRIPTION

There are two (2) positions available. Posting will remain open until positions are filled. Interested individuals must submit a completed employment application (available at [www.jssd.us](http://www.jssd.us)) to Jordanelle SSD, Attn: HR, PO Box 519, Heber City, UT 84032, or email to [elizam@jssd.us](mailto:elizam@jssd.us).

Job Title: <b>Distribution/Collection Seasonal Operator</b>	FSLA Status: <b>Non-exempt</b>
Reports to: <b>Distribution/Collection Lead Operator</b>	Classification: <b>Temporary</b>
Department: <b>Water Distribution/Wastewater Collection</b>	Starting Salary: <b>\$15.00 per hour</b>
Effective Date: <b>April 13, 2021</b>	Benefits Eligible: <b>No</b>

#### **Purpose of Position:**

Assists in maintenance of District grounds and facilities. Assists in distribution and collections operations, and other duties as assigned.

#### **Essential Duties and Responsibilities:**

- Assists in maintaining District water booster stations, wastewater lift stations, wells, and all equipment associated.
- Assists in keeping District facilities clean, painted, landscaped and well-groomed.
- Assists in repairing broken water and sewer mains as required.
- Assists in flushing distribution system to ensure chlorine residual and aesthetics.
- May assist in installation, maintenance, and performance of monthly reading of culinary and secondary irrigation meters.
- Practices safe working procedures at all times.
- Performs other duties as assigned.

#### **Minimum Qualifications, Education and Experience:**

- Must be 16 years of age or older.
- Must possess valid Utah driver license.
- Period of employment is three to six months.

#### **Necessary Knowledge, Skills and Abilities:**

- Basic computer skills
- Possess the physical and mental ability to perform necessary tasks.
- Ability to establish and maintain effective working relationships with employees, contractors, other agencies, and the public.
- Ability to follow written and oral instructions.
- Ability to communicate effectively, both verbally and in writing.

#### **Tools & Equipment Used:**

- Variety of hand and machine tools

### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is regularly performed in outside weather conditions.
- Occasional exposure to wet and/or humid conditions, mud, snow and ice, fumes, or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.
- Noise level in the work environment is usually moderate to loud.

### **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.

- Work is performed mostly in field settings. Considerable outdoor work is required in the inspection of various land developments, construction sites, or water and wastewater utility facilities. Hand-eye coordination is necessary to operate testing instruments, machinery, equipment, computers, and various pieces of office equipment.
- While performing the duties of this job, the employee is regularly required to stand, sit, walk, talk or hear, use both hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms.
- The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl.

### **Competency:**

To perform the job successfully, an individual should demonstrate the following competencies:

- **Attendance/Punctuality:** is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.
- **Communication:** speaks clearly in positive or negative situations; listens without interrupting and asks questions to get clarification.
- **Professionalism:** approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.
- **Safety and Security:** observes safety and security procedures at all times; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.
- **Teamwork:** balances individual and team responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed; recognizes accomplishments of other team members.

### **Position Type/Expected Hours of Work:**

This is a temporary position. Regularly scheduled days and hours of work are Monday through Thursday, 7:00 a.m. to 5:00 p.m. totaling 40 regular hours per week. Additional hours of work can be expected from time to time outside of the regularly scheduled working hours.

**AAP/EEO Statement:**

Jordanelle Special Service District (JSSD) is an equal opportunity employer. We prohibit unlawful discrimination against applicants or employees in employment opportunities or practices on the basis of race, color, religion, sex (including pregnancy, childbirth, pregnancy-related conditions, breastfeeding, or medical conditions related to breastfeeding), national origin, age 40 or over, disability, sexual orientation, gender identity, military status, genetic information, or any other class or expression protected by applicable state or local law.

**Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**NOTE:** Employees required to drive a motor vehicle as an essential job duty will be required to successfully complete a motor vehicle (MVR) record following a conditional offer of employment.