

**WATER UTILITY DUTIES**  
**OPERATOR IN CHARGE (OIC)**  
**S-3 CERTIFICATION**

- Maintain S-3 Michigan Water Certification
- Contacting township water contractor for repairs, and installing taps
- Ordering materials for repairs and tap installs
- Reading master meters weekly (2 meter pits) and pumping meter pit, as needed. Also weed whipping around meter pits area and in the winter time keeping snow off pits
- Be on call for water emergency and after hour response
- Clearing snow from around fire hydrants
- Understanding of the procedures necessary to work on water main breaks and or service lines. This includes: traffic control, customer notification, blueprint reading, pipe identification and assisting or overseeing contractors.
- Ability to locate and repair shut off valve boxes and understands turn on/off procedures
- Fire hydrant flushing, testing and repairs. Maintain hydrant master list with maintenance information, weed whipping and painting
- Ability to install and maintain water meters and radio boxes
- Working knowledge of the water meter software
- Ability to take accurate water samples, bacteria samples bi-weekly, lead & copper every 3 years, yearly stage 2 by-products sample , and ordering samples bottles.
- Working knowledge of the cross-connection control program and enforcement
- Marking utilities for Miss Digg
- Ability to work outdoors in all weather conditions
- Ability to lift a minimum of 50 lbs.
- To assist in other additional duties, as needed