



# CHEROKEE METROPOLITAN DISTRICT

## Internal & External Job Posting

**Job Title: Water & Distribution Operator**

**Open Date: 10/02/2025**

**Posting: 2025-10**

**Close Date: UNTIL FILLED**

**Hourly Pay Range: \$26.00 – \$40.00**

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### **Job Description:**

Cherokee Metropolitan District has an immediate opening for an Operator to join our Water team. Working under the direction of the department Supervisor, the candidate will perform a full range of skilled and semi-skilled duties involving process control, operations, laboratory analysis, and systems maintenance.

### **Essential Functions**

As delegated by the Department Supervisor or Lead Operator, Operators perform tasks including but not limited to the following:

- Utilize SCADA to monitor and control all facilities operated by the department, including regulating pump activity, booster/lift station operation, and tank/basin levels.
- Operate treatment process equipment to ensure efficient operation as well as regulatory compliance with federal, state, and district regulations, policies, and standards.
- Conduct routine checks at all facilities in the department to ensure proper operation and to identify equipment/analyzers/processes that require maintenance.
- Monitor levels of chemicals, equipment, and supplies used in the process and communicate order status to the relevant staff.
- Make process observations, record data, recommend necessary process control changes, and execute them at the delegation of the Operator in Responsible Charge.
- Perform initial maintenance on equipment/analyzers/processes to return them to proper function or identify when required maintenance requires escalation to Systems Specialists or manufacturer's repair services.
- Conduct regularly scheduled lab analyses for process control and regulatory compliance.
- Conduct lab sample collection for contract laboratories as required.
- Update spreadsheets, complete forms, and write reports for transmission to federal and state agencies, the Cherokee board of directors, and/or for public release.
- Maintain the department's facilities, which may call for painting, plumbing, carpentry, landscaping, and general housekeeping.
- Serve as part of the department's On-Call schedule once released to do so by the department Supervisor.
- Be available for occasional emergency response to line breaks, sewer backups, etc.

### **Knowledge, Skills and Abilities**

- Ability to perform mathematical calculations such as flow, volume, and chemical dosing.
- Knowledge and capability to accurately collect a multitude of lab samples
- Aptitude to carefully collect and analyze bacteriological samples



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- Demonstrated ability to troubleshoot and solve operational issues
- Proficiency and experience with SCADA and/or other controls systems utilized for plant alarms, flow monitoring, and other equipment
- Strong computer skills, including proficiency in Microsoft Excel, Word, and SharePoint to create and update spreadsheets and forms
- Ability to read and understand engineering construction drawings and specifications as required for new process units or line construction
- Aptitude for operating tools and equipment
- Strong attention to detail & legible handwriting
- Ability to read, speak, and write the English language
- Excellent interpersonal skills & communication (written & oral)
- Outstanding customer service skills
- Conflict resolution and problem-solving techniques
- Ability to work in stressful situations, under time constraints and lead others in a team environment with a high degree of trust and autonomy.
- The ideal candidate will be self-motivated with an enthusiastic, team-oriented attitude and a desire to progress within the industry by obtaining progressively higher operation certifications

### **Education and/or Experience and Qualifications (Required)**

- High School Diploma or equivalent
- Valid Driver's License with an acceptable Motor Vehicle Record
- Possess a Colorado Class D Water Treatment Operator Certification, or obtain one within 6 months
- Possess a Colorado Class 1 Water Distribution System Operator Certification, or obtain one within 6 months
- Proof of U.S. citizenship or lawful permanent residence status

### **Preferred Experience and Qualifications:**

- At least six months of experience working in water/wastewater operations or related field; or completion of an academic and/or technical program in water environment technologies or similar field. A combination of some related education and applicable field experience may be substituted to meet the work experience requirement.
- Colorado Class C or higher Water Treatment Operator Certification
- Colorado Class 2 or higher Water Distribution System Certification
- At least six months of experience working in a laboratory setting.
- Colorado Class A Commercial Driver's License with tanker endorsement

### **Attractive Benefits Package**

- 100% Employee medical, dental and vision coverage (choice of plans after 30 days)
- 75% Spouse and Dependent medical, dental and vision coverage (choice of plans after 30 days)
- 457 deferred compensation retirement plan with 8% company contribution, no employee match required
- 30-day vesting



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- 13 paid holidays (On-call duties may require work during holidays, with pay)
- Paid vacation and personal day (after 90 days)
- Paid sick leave (accrual begins upon start)
- Golf privileges for employee and immediate family members at the Cherokee Ridge Golf Course
- Safety gear, including work boot allowance
- Uniforms provided
- Cherokee promotes career development and provides opportunities to grow professionally through development of technical knowledge and skills delivering challenging projects.

### **Additional Information**

FLSA Status: Non-Exempt

Supervisory Classification: No

Probationary Period: 90 days

This job description is not intended to list every function of the position, does not constitute an employment agreement or contract, and is subject to change. It is not intended to limit management's rights to assign, direct and control the work of employees under their supervision.

Work is mainly performed outside. Work requires significant walking on a regular basis. Work often can call for lifting, pulling, or pushing of items weighing 50 pounds or more. The operator may be subjected to working near mechanical parts and in all outdoor weather conditions. The operator may be exposed to fumes and toxic chemicals.

To ensure the safety of the public and reduce the risk for loss, background screenings and pre-employment drug testing are completed on applicants selected for employment. This position is subject to a screening process including but not limited to criminal history search, reference check, degree and employment verification, motor vehicle record check and ongoing, random drug screening.

Interested applicants should submit an application, resume and letter of interest to Human Resources Administrator, Connie Hughes ([chughes@cherokeemetro.org](mailto:chughes@cherokeemetro.org)) or Water Supervisor, Matthew Mevis ([mmevis@cherokeemetro.org](mailto:mmevis@cherokeemetro.org)). Applications are available online at [www.cherokeemetro.org](http://www.cherokeemetro.org) or by contacting Human Resources Administrator. Applications are also available at the District's office located at 6250 Palmer Park Blvd. Résumés will not be accepted in lieu of an application and applications submitted via job search websites do not satisfy the requirement to complete the application found at [www.cherokeemetro.org](http://www.cherokeemetro.org).

**Cherokee Metropolitan District is an Equal Opportunity Employer**