



# CHEROKEE METROPOLITAN DISTRICT

## External/Internal Job Posting

**Job Title: ORC Water Professional**

**Open Date:** SEPTEMBER 01, 2022

**Posting No.:** 22-10

**Close Date:** UNTIL FILLED

**Hiring Range: D.O.Q.**

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### **Job Description**

Cherokee Metropolitan District has an immediate opening for an ORC Water & Distribution Professional. This position will be full-time and will support the District water operations of a water/wastewater quasi-municipal special district. This position will require the applicant to assume the duty of the Operator in Responsible Charge (ORC) for the District and associated duties as determined by the Colorado Department of Public Health and Environment (CDPHE).

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed throughout are representative of the knowledge, skill, and/or ability required to operate and maintain water and/or wastewater treatment facilities, collection systems, associated equipment and grounds in a professional, competent, and efficient manner characteristic of the expected standard set by the District. Demonstration of interpersonal skills including a positive attitude, team building, accountability, goal setting and support of leadership are necessary.

As a Water ORC, the individual will be assisting with daily operations which may include a variety of related tasks, including field work. This position requires assistance with assignments as directed by management that are necessary to enhance the operations of the District and may include work not described. The position will require performance of a full range of semi-skilled and skilled duties involving process control, operation and maintenance and the ability to solve mechanical problems with a variety of equipment.

This position is characterized by its primary responsibility for compliance related duties for an A level rated water treatment system and level 2 water distribution system. Coordination with all disciplines within the District including but not limited to Collections, Pretreatment, Engineering and Customer Service will be necessary. This position will assist operators in the field with daily operations within the District and other duties as required.

### **Supervisory Responsibilities**

This position may involve direct supervision of personnel and the applicant is expected to perform as acting supervisor or senior operator for certain facilities and on an interim basis such as during vacancies, holidays, vacations, or illnesses.

### **Language and Computer Skills**

The applicant must have the ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals and have the ability to write routine reports and correspondence. This applicant must have the ability to speak effectively before groups, customers, clients, vendors or employees of the organization. Must have computer experience necessary to independently create, write and interpret spreadsheets and documents within programs including



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proficiency in Windows, Excel, and Microsoft Word programs.

### **Essential Functions**

The Water ORC duties will include but are not limited to the following:

- Serve as water and distribution systems Operator in Responsible Charge (ORC) as determined by the Colorado Department of Public Health and Environment (CDPHE), along with all related reporting requirements.
- Perform and complete facility plant checks, process control, process control sampling, and record pertinent data, maintain an onsite log and monthly reports of operations and maintenance.
- Actively pursue improvements in effectiveness and efficiencies in the operation and maintenance of associated facilities. Identify risks, opportunities, and areas of improvement. Track, recommend, coordinate, and guide corrective actions.
- Supervise the daily operations and maintenance of the District wells, pump stations, tanks, water treatment facilities, and utility locates.
- Supervise personnel within the Water Treatment and Distribution Division.
  - Create and administrate the daily and weekly schedules for water operations staff.
  - Train, coach, mentor operations staff.
  - Perform annual employment evaluations, and mid-year evaluations and/or disciplinary actions as necessary.
- Perform maintenance on District equipment and infrastructure. Sometimes this will include working in hazardous conditions, including confined space entry, trench work, extreme heat or cold, toxic chemicals and gases. All applicable PPE must be utilized, and safety procedures must be followed in accordance with the District's Safety Program.
- Respond to customer water quality complaints or concerns.
- Oversee construction meter/backflow prevention assembly program. Ensure devices are inspected and certified before issuing, and that annual testing is conducted on each device.
- Set the parameters for and oversee the operation of the SCADA system. Train District staff on SCADA operations, and serve as the SCADA backup for all on-call operators.
- Order required and necessary treatment chemicals, parts and supplies.
- Update and maintain the District monitoring plan.
- Ensure all scheduled sampling is satisfied, per assigned CDPHE monitoring schedule.
- Update and maintain the Finished Water Storage Inspection Plan, including scheduling and documenting periodic and comprehensive inspections as required by CDPHE.
- Respond to changes or additional requested requirements from CDPHE.
- Prepare, submit and distribute the annual Consumer Confidence Report.
- Review and update the Written Operation Plan, including a delegation of tasks and standard operation procedures as defined in Regulation 100.
- Prepare the District for and represent the District in the Sanitary Survey - every 3 years. Respond and/or reply to any findings to CDPHE as well as preparing and responding to various regulatory surveys, as required.
- Attend District leadership, safety and public Board meetings. Write monthly report updating the Board of Directors on projects, and operations and maintenance activities.
- Attend or participate in CDPHE Stakeholder meetings.
- Ability to be on-call and provide 24-hour emergency response for facilities and systems.



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- Must be willing to work overtime, holidays and weekends, if necessary.
- It is expected that the applicant will present a professional image as a representative of the District to the public and vendors at all times.

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

- Strong attention to detail.
- Technical writing skills, and the ability to read, interpret, and present data in a concise and coherent manner.
- Ability to read and understand engineering construction drawings and specifications as required for new water and sewer line construction inspections.
- Excellent interpersonal skills & communication (written & oral).
- Outstanding customer service skills a must.
- High proficiency in SCADA operations, and related automation controls systems used to operate and monitor pumps, flows, chemicals, tank levels, and other equipment and systems.
- Working knowledge of Microsoft Office including Word, Excel, and Outlook.
- Conflict resolution and problem-solving techniques.
- The applicant must have the ability to perform fundamental and intermediate water and wastewater process control mathematics, geometry, fractions, percentages, ratios, and proportions.
- Ability to work in stressful situations, under time constraints and lead others in a team environment.
- Knowledge of the principles and practices of water treatment and distribution systems and wastewater collection system operations.
- Must maintain a good motor vehicle driving record.

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

- High School Diploma or equivalent
- Valid Driver's License with an acceptable Motor Vehicle Record
- Colorado Class A Water Certification
- Colorado Water Distribution 2 Certification
- Three (3) years minimum experience in public works/utility operations, including water, wastewater, heavy equipment.
- Aptitude for operating tools and equipment
- Proof of U.S. Citizenship

### **Attractive Benefits Package**

- 100% Employee medical, dental and vision coverage (choice of plans)
- 75% Spouse and Dependent medical, dental and vision coverage (choice of plans)
- 457 deferred compensation retirement plan with 8% company contribution, no employee match required
- 30-day vesting
- 10 paid holidays (On-call duties may require work during holidays, with pay)



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- Paid vacation and sick leave
- Safety gear, including work boot allowance
- Company vehicle for duty requirements
- 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: Yes

Probationary Period: 90 days

This job description is not intended to list every function of the position, does not constitute an employment agreement, 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 may often 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, **no later than 5:00pm on the close date**. Applications are available online at [www.cherokeemetro.org](http://www.cherokeemetro.org) or by contacting Human Resources Administrator, Connie Hughes ([chughes@cherokeemetro.org](mailto:chughes@cherokeemetro.org)). 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).

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