

BOROUGH OF DOYLESTOWN

Job Title: **CHIEF WATER OPERATOR**

Department: **Water Department**

Supervisor: **Director of Public Works**

Position Summary

The person assigned to this position shall be responsible for all aspects of Doylestown Borough's Water Department. These responsibilities may include daily inspections and water testing at each well site, maintenance of well and chemical feed pumps, periodic inspection of standpipes, wellhouse building maintenance, coordinating water testing by contract laboratories, coordinating and assisting, as requested, the Bucks County Health Department, Pennsylvania Department of Environmental Protection, and the US EPA, and, coordinating/directing the Water Department personnel.

Specific Job Details

- Meet daily with the Director of Public Works
- Meet daily with the assistant operator and utility clerk. Direct personnel as necessary
- Operate and maintain the Department SCADA System
- Compile and maintain an inventory of meters and fittings to be used for replacement of stopped meters and new service connections
- Maintain the Water System Map
- Address, as directed by the utility clerk, high bill complaints, water quality questions, and other system user queries
- Operate and maintain the remote read water meter system
- Shut off water services that are delinquent in their payment
- Compile and maintain monthly withdraw reports to the PA DEP
- Assist the Water Engineer in the preparation and submission to the Department of Environmental Protection of the annual withdrawal report (Chapter 110) for each interconnection and source
- Assist the Water Engineer in the creation of the annual Consumer Confidence Report and see to its distribution
- Assist the Public Works Director in the preparation of the annual department budget and oversee budget throughout the year
- Assist the Public Works Director in the development of the 5-year Capital Budget
- Coordinate quarterly meter readings with DTMA
- Visually inspect standpipes and wellhouse buildings monthly

Chief Water Operator
Job Title Description
Page -2-

- Develop annual hydrant flushing schedule
- Assist the Public Works Director in the coordination of distribution system repairs
- Arrange annual certification of source meters
- Order, as needed, chemicals (sodium hypochlorite, sodium hydroxide, phosphonates, etc.)
- Perform weekly water quality parameter testing
- Act as primary contact for Bucks County Health Department, DEP, and EPA regarding water quantity/quality issues
- Respond, as directed, to fires, accidents, or spills that may affect the integrity of the system or water quality
- Perform PA 1 call utility marking
- Be a liaison between the Borough and cellular phone tenants at standpipe sites
- Assist in the review, as directed, of development plans
- Attend Council and Water Utility committee meetings as needed

Education Requirements

- A thorough knowledge of the Safe Drinking Water Act, the Pennsylvania Code Title 25, Chapter 109, and have qualified to test and maintain backflow prevention assemblies
- At minimum, a PA DEP issued certification to operate a public water system of a class A E with subclassifications 7, 8, and 12
- Familiarity with remote read water meter systems
- Familiarity with SCADA systems
- High school diploma or GED
- Ability to maintain the required operator certifications and stay abreast of technological advances in the potable water field
- Computer literacy and familiarity with Microsoft Office
- Strong public relations skills
- Strong communication skills, both written and verbal

(Updated 02/2021)