

JOB DESCRIPTION/POLICIES & PROCEDURES
Part-time Town Water Operator//Maintenance Laborer
(Contract Position)

General Summary

The contractual agreement between the Town of Fairfield and the 1099 independent contractor, otherwise referred to as “Operator” in this directive. There will be no withholdings, workers comp, or any type of insurance provided for this position.

Supervision Required

Works independently to complete specific duties. The operator works under the direction of the Town Director of Water.

Necessary Knowledge Skills and Abilities

Be familiar with Fairfield Town Water System
Possess required water certifications
Basic computer skills required
Ability to complete tasks on schedule
Ability to relate well with people
Ability to follow written and verbal instructions

Description of Duties

This description of duties will form the basis of a yearly review of performance for this contracted and/or appointed position, and any corrective action necessary will be noted.
Failure of the individual to correct deficiencies in performance may result in suspension or termination as determined by the Town Council.

The Town Water Operator/Maintenance Laborer Shall:

1. Abide by the stipulations agreed to in his/her contract.
2. Will submit monthly invoices for time and mileage as agreed upon in the contract in a timely manner.
3. Shall read the Town water meters on a regular schedule set up by the Town
4. Shall install, replace and repair meters as needed.
5. Disconnect water service for non-payment or a change of ownership. The manager shall also serve Shut Off notices in compliance with the Town of Fairfield guidelines. Notify the Town Water Director of any shut-offs.
6. Maintain and configure pumping automation equipment.
7. Weekly inspection and documentation of the water system with respect to water storage issues, pump house operation, motor maintenance, chlorination facility, and water line integrity. Submit documentation to the Town of Fairfield on google docs on the day of inspections.
8. Work closely with the State Division of Drinking Water regarding certification requirements, water testing results, and expectations, as well as system security issues and expectations.

- 9.** Conduct routine water testing as per the current water testing schedule described by the Division of
- 10.** Drinking Water. Submit date, time, and location to Town of Fairfield in google docs the day of the testing.
- 11.** Monthly water quality testing shall be completed and submitted by the 20th of every month. Documentation to be submitted in google docs.
- 12.** Respond to and address any health concerns as it relates to any system contaminations found during required testing as per the Division of Drinking Water regulations.
- 13.** Maintain safe chlorine drinking water levels in the water system.
- 14.** Conduct routine exercising of hydrants and water main valves annually and document in google docs for the Town of Fairfield.
- 15.** Provide the Town of Fairfield with any required testing results or consumer confidence report information that may need to be conveyed to the public.
- 16.** Attend the Fairfield Town Council meets quarterly to give a water system update.
- 17.** Work closely with the Director of Water.
- 18.** Perform any maintenance/labor as assigned by the Mayor and Town Water Director.