

**Town of Orchard City**

**Announcement:**

**POSITION TITLE:** Distribution Maintenance Worker

**REPORTS TO:** Town Administrator

**POSITION TYPE:** FULL TIME

**SALARY RANGE:** \$18.00 to \$26.00/ hr. (D.O.E and certification) with competitive benefit package

**OPEN PERIOD:** Posting closes on April 11, 2025 at 4:30 p.m.

**To Apply** – Send resume, cover letter and employment application to [finance@kaycee.net](mailto:finance@kaycee.net); with the subject line “Distribution Maintenance Worker” or mailed to Town Hall, Attention Town Administrator, 9661 2100 Road, Austin, CO. 81410. Employment applications can be found [orchardcityco.org](http://orchardcityco.org). or picked up at Town Hall.

Town of Orchard City is a small rural, family oriented community located on the Western Slope of Colorado. The Grand Mesa is our back yard, great for hunting, fishing, hiking and camping. The Town operates a direct filtration treatment facility of natural spring waters and maintains over 55 miles of distribution system.

**POSITION SUMMARY:**

The Distribution Maintenance Worker is responsible for supervising and coordinating the maintenance, operation and repair of water supply facilities and infrastructure. Performs a full range of general repairs duties related to the Town’s water distribution system; repair broken waterline including transmission mains, distribution mains; performs hot taps under pressure; disinfects new water pipes or parts used for repairs and utilizes other proper repair techniques to provide sanitary water to the public. The position has responsibility for project coordination, coordinating the daily work with co-workers, collecting data and entering it into computer systems and generating reports. The Distribution Maintenance Worker also coordinates inventory and materials for construction projects and coordinates emergency repairs. A minimum Class D Water Operator certificate and a Level 1 Distribution Operator certification with two years related experience required. CDL Class B preferred. The individual must be available for sharing on-call assignments on a rotating schedule. Prefer willing to relocate within a reasonable distance to the Town.

**ESSENTIAL FUNCTIONS:**

1. Perform meter reading of water meters.
2. Performs a full range of meter maintenance and exchange duties; repairs leaks, test and replaces meters of various sizes; installs new meter service for newly developed properties; and performs shut-offs as required.

3. Preforms utility locates; locates mainlines with electronic detectors, marks location of underground Town waterlines.
4. Perform routine maintenance on a variety of equipment such as check valves, valves, air vacs, and PRVs.
5. Flushes water lines to ensure water quality; utilizes chlorine level testing devices and other testing instruments.
6. Collect water and wastewater samples for analysis in accordance with State standards.
7. Perform minor lab tests such as PH and CL2, in accordance with State and AWWA policy.
8. Performs work in confined spaces; performs necessary precautions prior to entering vaults and other confined spaces with potential hazardous atmospheres; use air quality monitors and ventilators.
9. Trench and shoring knowledge.
10. Perform minor vehicle maintenance.
11. Provides courteous customer service; responds to questions and inquiries from the general public; responds to customer problems or complaints including minor leak repairs, water quality and pressure complaints and other customer concerns.
12. Conduct a variety of administrative tasks such as maintenance of logs, recording observations, ordering supplies and performing general clerical duties.
13. Lead and participate in the work of crews engaged in the installation, maintenance, and repair of water mains, valves, hydrants, services, and meters.
14. Supervises contracted distribution construction projects to ensure Town's standard and specifications are met.
15. Respond to emergency calls as necessary to provide customer service and perform all aspects of distribution system maintenance and repair or snow removal during after-hour periods including holidays and weekends.
16. Notifies Town Administrator of conditions that have the potential to create violations or negatively impact customer service.
17. Snow Plowing
18. Other duties as assigned.