



JOB TITLE: Water Distribution Operator I
DIVISION/DEPARTMENT: Water Distribution
SUPERVISORY ROLE: No

REPORTS TO: Water Distribution Supervisor
FLSA CATEGORY: Full time, Non-Exempt
REVISED DATE: March 2026

POSITION SUMMARY

Responsible for water quality of distribution tanks and main lines. The operator is responsible for proper sample collections for new lines, customer complaints, and boil water issues. The operator is responsible for operating necessary construction equipment to perform various digging, excavating, boring, cutting, tamping, inspection, location, grading and tapping operations required for installation, construction, maintenance and repair water lines and related accessories.

POSITION RESPONSIBILITIES - ESSENTIAL

Reasonable accommodation may be made to enable qualified individuals with disabilities to perform essential functions.

- Ensure complete disinfection of distribution tanks and main lines.
- Ensure correct procedures for calibration of systems meters and verify calibrations.
- Correctly and safely operate backhoe, forklift, weed eater, tree-cutting equipment, chain saw, front-end loader, booms, ditching equipment, air hammers, small and large trenchers, and other similar equipment.
- Perform various Crewman duties when necessary.
- Ensure proper operating condition of equipment and erection of proper safety barriers and other personnel protection, avoiding damage to existing underground, surface, and overhead services and structures.
- Work from directions and instructions and assist in location of facilities, elevations, depths, and lines.
- Correctly and safely locate service taps for customers and contractors.
- Load and unload equipment, obtain necessary tools, and perform general maintenance of equipment; perform ground-preparation duties; exercise care in operation to avoid undue property damage and guard against excessive work or costs due to damage.
- Detect and report any unusual conditions, defective equipment, or operations to supervisor.
- Work emergency or "call-in" duty as required.
- Obtain permission from homeowners when required.
- Observe and report irregular conditions to ensure safety of crew, including potential cave-ins.
- Operate all equipment on uneven terrain and excavate closely around other utilities.
- Operate equipment effectively under difficult digging situations, including close digging to subterranean objects without damage, mud, and rock.
- Ensure all data is entered into system (daily and weekly) and ensure all customer information is accurate.
- Resolve employee issues through problem resolution techniques.
- Maintain proper care and maintenance of assigned Greer Commission of Public Works vehicles and equipment.
- Wear necessary protective equipment and exercise extreme safety in tool, equipment, and vehicle operations.
- Comply with all safety rules and regulations, fully support Safety Program, always ensure job site safety, and immediately report any injuries, illnesses, and unsafe conditions or practices.
- Maintain regular and sustained attendance.
- Maintain all required licenses and certifications in active status through completion of necessary continuing education.

ESSENTIAL SKILLS AND EXPERIENCE

REQUIRED EDUCATION & EXPERIENCE

- High school diploma or equivalent.
- Knowledge and understanding of appropriate safety procedures with ability to respond in emergency situations.



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- Ability to operate excavation and heavy equipment.
- Ability to read and write with basic mathematical skills.
- Ability to distinguish colors.
- Knowledge of Microsoft Word and Excel.
- Strong organizational skills including record keeping, time management, and follow-up.
- Excellent attention to detail and sense of urgency, with the ability to prioritize, multi-task, handle interruptions, and meet timely deadlines while emphasizing quality and accuracy of work.
- Provide courteous, respectful, responsive, and efficient service to internal and external customers, anticipating and addressing needs promptly.
- Build positive relationships, maintain professionalism, and work cooperatively with diverse teams in a fast-paced environment while communicating clearly through speaking, writing, and active listening.
- Ability to work in extreme weather conditions for extended periods of time and tolerate changes in outside temperature from winter to summer and tolerate dust, pollen, wind, and rain.
- Ability to walk on uneven or steep ground.
- Ability to lift up to 75 pounds and occasional heavy pushing/pulling with or without reasonable accommodation.

Licenses/Certifications

- Valid South Carolina Driver's License.
- CPR and First Aid.
- SCLLR Level D Water Distribution Operator certification within one (1) year.
- SCLLR Level C Water Distribution Operator certification within two (2) years.

POSITION RESPONSIBILITIES – NON-ESSENTIAL

Please note this job description is not designed to cover or contain a comprehensive list of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

BENEFICIAL SKILLS AND EXPERIENCE

- Associate degree or higher in Business Administration or related field or an equivalent combination of relevant education and/or experience.
- Valid Commercial Driver's License (CDL).
- Perform other duties as assigned.

PHYSICAL DEMANDS - ADA GUIDELINES

Physical Demands				
Stand	☒ Constantly	☐ Frequently	☐ Occasionally	☐ N/A
Walk	☐ Constantly	☒ Frequently	☐ Occasionally	☐ N/A
Sit	☐ Constantly	☐ Frequently	☒ Occasionally	☐ N/A
Handle / Finger	☒ Constantly	☐ Frequently	☐ Occasionally	☐ N/A
Reach Outward	☒ Constantly	☐ Frequently	☐ Occasionally	☐ N/A
Reach Above Shoulder	☐ Constantly	☐ Frequently	☒ Occasionally	☐ N/A
Climb	☐ Constantly	☐ Frequently	☒ Occasionally	☐ N/A



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Crawl	☐ Constantly	☐ Frequently	☒ Occasionally	☐ N/A
Squat or Kneel	☐ Constantly	☐ Frequently	☒ Occasionally	☐ N/A
Bend	☐ Constantly	☐ Frequently	☒ Occasionally	☐ N/A
Drive	☐ Constantly	☒ Frequently	☐ Occasionally	☐ N/A
Lifting / Carrying Requirements				
10 pounds or less	☒ Constantly	☐ Frequently	☐ Occasionally	☐ N/A
11 to 20 pounds	☐ Constantly	☒ Frequently	☐ Occasionally	☐ N/A
21 to 50 pounds	☐ Constantly	☐ Frequently	☒ Occasionally	☐ N/A
51 to 100 pounds	☐ Constantly	☐ Frequently	☒ Occasionally	☐ N/A
> than 100 pounds	☐ Constantly	☐ Frequently	☐ Occasionally	☒ N/A
Pushing / Pulling Requirements				
12 pounds or less	☒ Constantly	☐ Frequently	☐ Occasionally	☐ N/A
13 to 25 pounds	☐ Constantly	☒ Frequently	☐ Occasionally	☐ N/A
26 to 40 pounds	☐ Constantly	☐ Frequently	☒ Occasionally	☐ N/A
41 to 100 pounds	☐ Constantly	☐ Frequently	☒ Occasionally	☐ N/A
> than 100 pounds	☐ Constantly	☐ Frequently	☐ Occasionally	☒ N/A
Definitions				
N/A	Not Applicable	Activity is not applicable to this occupation.		
O	Occasionally	Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs./day)		
F	Frequently	Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs./day)		
C	Constantly	Occupation requires this activity more than 66% of the time (5.5+ hrs./day)		

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent an expressed or implied contract of employment, nor does it alter your at-will employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.

Print Employee Name	Employee Signature	Date Signed

Print Manager/Supervisor Name	Manager/Supervisor Signature	Date Signed

The Greer Commission of Public Works is a diverse organization that provides equal opportunity in employment and has a policy of zero tolerance against discrimination or harassment during employment on the grounds of race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, marital status, disability, veteran status, age, genetic information, or any other status protected under applicable federal, state, or local laws. The Greer Commission of Public Works prohibits retaliation against an individual for engaging in activity protected under this policy and interfering with rights or privileges granted under anti-discrimination laws.