

The North Weld County Water District is a Colorado Special District located in Lucerne, Colorado. We provide both potable and non-potable water to a geographic area of approximately 325 square miles and serve approximately 3,900 customers.

Waterline Inspector / Meter Service Technician

Salary Schedule: Full Time, \$21.00-\$23.00/hour DOE/DOQ

North Weld County Water District is looking for an individual who is an energetic and positive team player with a willing attitude towards short and long-term goals. Must be an individual who possesses a desire to be knowledgeable and is resourceful, organized, efficient, and detail oriented. Communication is a very important aspect of this position, the individual must be able to listen, comprehend, and explain policies and terms in a relatable and fluid fashion. Customer service is a top District priority and the individual must be observant with the ability to analyze situations, identify problems, and offer solutions based on strong reasoning, judgment, and problem-solving skills. Qualified applicants will possess strong time management, writing, people skills and exercise independent judgment.

Principal Responsibilities:

The intent of this list is to be explanatory but not all encompassing as duties may change at any time.

- Responsible for overseeing construction of water infrastructure including:
 - Water distribution and storage improvements
 - Fire hydrant repair, replacement and installation, including leak repair
 - Valve location, replacement, repair, and elevation adjustment, including leak repair
 - Main abandonment
 - New service installations
 - Meter installation, relocation, replacement and leak repair (all meter sizes)
 - Meter box location, change out and elevation adjustment (all meter sizes)
 - Corp and Curb stop replacement
 - Main break repair
 - Meter lid replacement
 - Leak repair (all types)
 - Water main installation
- Read, research and understand plans, specifications, submittals and contract documents.
- Review plans for constructability and prepare comments.
- Communicate with contractors and suppliers to ensure compliance to District's specifications and standards.
- Attend pre-construction conferences.
- Field inquiries and questions while providing responsive and accurate information.
- Generation of daily project log reporting and appropriate report distribution to meet deadlines and requirements.
- Survey all constructed facilities for integration into District's asset management program.
- Provide assistance to other departments during slower construction cycles.
- Review approved as-built plans. Performs final maintenance inspections of warranted construction and makes recommendations for corrective work required prior to District acceptance.

Desired Outcomes:

- Provide effective construction quality control and review by providing expedient and correct solutions.
- Ensure accuracy and compliance in all phases of planning and construction.
- Willingness to learn and foster both existing and future programs and policies.

Minimum Position Qualifications:

1. Must be at least 18 years old at time of hire.
2. Must have a High School Diploma or equivalent.
3. Must have two (2) years' experience in water line construction inspection.
4. Must possess, or obtain prior to employment, a valid Colorado driver's license.
5. Must successfully pass a criminal and driving background check and drug screen.
6. Must be a United States citizen or have applied for citizenship.
7. Must possess the ability to effectively communicate the English language both verbally and in writing.
8. Must possess a thorough knowledge of water line construction materials, technologies, and equipment.
9. Must possess the ability to read, research, and understand plans, specifications, and contract documents.
10. Must possess working knowledge of composing and writing correspondence, developing reports, standard operating procedures, and formulating spreadsheets.
11. Must be proficient in the operation of standard office equipment such as a computer (laptop and tablet), fax machine, copier, printer, and telephone.
12. Must be proficient in the operation of software such as Microsoft Office Word and Excel.
13. Must possess strong grammar and math skills.
14. Must possess the flexibility to consistently prioritize changing needs and multiple tasks.
15. Must be willing to obtain knowledge and understanding of the District and water distribution operations.
16. Must be able to exercise independent judgement, not be reluctant to ask questions or question "why", and perform tasks with minimal supervision.
17. Must be able to work well with others, have an ability to multi-task, possess flexibility and a good attitude, and function as a member of a team.
18. Ability to work late or come in early as needed. Night and weekend shifts may be required.

Physical Demands: The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Stand and walk or sit alternatively depending of the specific needs of the day. Estimate 75% of time is spent on feet and 25% on at a desk or in a vehicle.
2. Has frequent need to perform the following physical activities: bend/stoop/squat, crouch, crawl, climb, balance, push or pull, reach above shoulders.
3. Constant need to perform the following physical activities: writing/typing, grasping/turning, and finger dexterity.
4. Lifting/carrying up to 50 pounds frequently.
5. Vision requirements: constant need to read manuals, reports, contracts, complete forms and view computer screen.
6. Hearing requirements: constant need to communicate in person and over telephone.

Driving Requirements: Daily need to utilize District provided transportation.

Work Environment: The work environment characteristics described here are representative of those an individual encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the individual regularly works in an outdoor environment and may work near moving mechanical parts. The noise level in the work environment is moderate to loud. Some overtime and/or irregular hours may be required.

To apply for this position, please email resume and any attachments to colleenm@nwcwd.org.