

# South Jordan City

## Job Description

**Title:** Water Operations Coordinator  
**Org:** 600580  
**Pay Grade:** M06

**Effective Date:** 6/23/2025  
**FLSA:** Non-Exempt  
**Workers Comp:** Municipal

### GENERAL PURPOSE

Under general supervision, the Water Operations Coordinator is to ensure the safe, reliable, and efficient delivery of drinking water to the community by overseeing the daily operations, maintenance, and monitoring of the city's water distribution and SCADA system. This position also plans, assigns, supervises, and participates in the construction, installation, maintenance, and repair of the City's water system.

### SUPERVISOR

Water Manager

### POSITION(S) SUPERVISED

Water Maintenance Worker  
Water Quality Technician (as assigned)  
Seasonal Water Maintenance Workers

### ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's supervisor.

Job attendance is required, except for authorized leave. This position has been determined to be not eligible for remote work because all or a majority of the essential job duties must be performed onsite.

Receive assignments from the Water Manager, organize crews for various assignments and delegate work assignments to perform timely completion of assigned projects.

Perform installation, cleaning, maintenance and repair on all components of City water system to deliver water to residents and businesses with acceptable water pressure and minimum shutdowns.

Operate and monitor the City's SCADA system to ensure safe, efficient delivery of culinary water, including tank levels, pressure zones, and system alarms; respond to alerts and make real-time system adjustments.

Manage routine culinary tank cleaning and inspections along with other system maintenance.

Address pressure-related issues, including all PRV maintenance, upgrades, and residential pressure complaints.

Troubleshoot SCADA-related issues, including communication failures, hardware malfunctions, and software errors.

Plan, install, and configure new SCADA components; ensure proper system integration and functionality.

Coordinate with contractors and technical staff for SCADA upgrades, maintenance, and troubleshooting.

Manage SCADA security, including user access control and radio/cellular communications.

Train staff on seasonal operations, SCADA usage, and in-field system procedures.

Coordinate with field personnel and other departments during maintenance activities, system changes, and emergencies.

Collaborate with Jordan Valley Water and assist with state sanitary survey coordination.

Assist in monitoring quality of operations performed by city or contract work; perform walk through inspections of infrastructure on new subdivisions and generate punch list items to make sure specifications and code are followed.

Train, mentor, supervise, and assist water maintenance workers in performing their job duties. Observe and actively participate in work zone safety procedures and follow safety principles when operating vehicles and equipment to reduce/eliminate accidents and injury.

Assist in scheduling, rating applications, and interviewing positions supervised.

Conduct performance evaluations of supervised employees in accordance with the human resources policies and procedures of the city.

Make field decisions needed to remedy problems and emergencies.

Monitor equipment and inventory needs to ensure proper resources for system maintenance

Operate, clean, and maintain tools, vehicles and equipment to assure proper working order.

Conduct various water sampling test for acceptable water.

Maintain computer based work orders on a daily basis to provide accurate data for monthly reports.

Compensated on-call rotations as assigned. Must remain available for phone contact and respond to work site within one (1) hour of notification and be in compliance with the City's Drug & Alcohol policies.

Subject to uncompensated stand-by by rotation for a given event, such as a pending snow storm event or response to a natural disaster. Must remain in compliance with the City's Drug & Alcohol policies.

Employee shall live no more than 30 miles from the South Jordan City border and have the ability to travel from their place of residence to the South Jordan City Public Works building in no more than 45 minutes time.

Perform other duties as assigned.

### MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from High School or G.E.D

AND

B. Four (4) years of experience in a field directly related to the above duties;

C. Experience using and interpreting SCADA data and water system operational parameters

2. Special Qualifications:

Valid Utah Class A Commercial Driver License

Supervisory experience preferred

Maintain all Water Maintenance Worker I, II, and III certifications

3. Knowledge, Skills and Abilities:

Working knowledge of water distribution system operations

Proficiency in SCADA systems, PLCs, RTUs, communication protocols, and related technologies

Knowledge of construction drawings and specifications; methods of line installation and maintenance; pipe classifications; and trench construction.

Knowledge of state and federal regulations governing installation and maintenance of water systems.

Ability to operate a personal computer and Microsoft products.

Work effectively with the other employees, elected officials, local agencies, and the general public.

Ability to organize and manage multiple projects.

Ability to supervise and motivate employees. Ability to communicate effectively with both supervisor and subordinates verbally and in writing. Skilled in problem solving.

Ability to operate heavy equipment under various weather conditions and perform physical labor task.

4. Working Conditions:

Tasks require variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, lifting (40-60lbs.), etc. Talking, hearing and seeing essential to the performance of the job. Daily exposure to weather extremes and seasonal conditions. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, critical thinking. Frequent local travel required in normal course of job performance.

*The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position*

*Human Resources Use Only*

<b>Job Class:</b>	<b>Water Operations Coordinator</b>	<b>EEO-4 Class:</b>	<b>Skilled Craft Worker</b>
<b>Location:</b>	<b>Water</b>	<b>EEOP Class:</b>	<b>Craft Worker</b>
<b>Group/BU:</b>	<b>Public Works Step Plan</b>	<b>Tech-Net Match:</b>	