Prudence Island Water District

Position Description: System Operator In Training
Issue date: 07/19/2026
Revision Date: 06/22/2026

Position Overview

The Systems Operator in Training supports the safe and efficient operation of the Prudence Island Water District under the direct supervision of Primary Operator of Record and senior staff. This is an hourly, entry-level position designed to provide hands-on training and development in water utility operations. The Operator in Training is expected to assist in daily operations, routine maintenance, and regulatory compliance efforts while building knowledge and gaining relevant certifications.

Core Responsibilities

Operational Support & Maintenance

- Assist in inspecting tanks, valves, waterlines, and hydrants under supervision.
- Support repair activities and respond to service calls with guidance from senior staff.
- Monitor system performance and assist in adjusting water levels and pressure when trained.
- Participate in scheduled flushing of distribution lines to maintain water quality.
  Help with routine maintenance tasks, including cleaning, lubrication, and inspections of pumps, wells, and generators.

- Assist with treatment facility operation.

Monitoring & Reporting

- Support the collection of water samples and assist with documentation for regulatory reporting.
- Record operational data under direction, including:
    - Water production figures
    - Monitoring well levels
    - Conductivity readings
    - Stream and aquifer conditions
- Assist with organizing and maintaining data logs and records for reference and compliance.

Customer Service

- Accompany senior staff in responding to customer inquiries and service issues.
- Learn to perform basic service tasks such as shut-offs and meter readings.
  Represent the District professionally in all interactions, with emphasis on respectful and courteous communication.

Facilities & Grounds Maintenance

- Support site maintenance activities including:
  - Mowing and clearing vegetation
  - Snow and debris removal
  - Basic landscaping and general cleanliness
- Check fuel levels and help test emergency generators.

System Improvements & Capital Projects

- Assist in infrastructure projects such as:
  - Replacing water lines
  - Installing or relocating hydrants, valves, or curb stops
  - Excavation and surface restoration
- Learn proper procedures for system disinfection and flushing after maintenance.

Licensing & Certification

- **Required (or willing to obtain within 1 year):**
  - RI Class 1 Drinking Water Distribution Operator
- **Preferred (not required):**
  - RI Class 1 Drinking Water Treatment Operator
  - RI Limited Backhoe Operator License
    RI Operator Class A (CDL) License

Supervisory Responsibilities

- None. This is a non-supervisory role. May be asked to assist or mentor summer interns or volunteers under direction.

Working Conditions

- Must be available for rotating on-call duty and emergency response as scheduled.
- Must be comfortable working outdoors in varied weather conditions.
- Tasks may include lifting, digging, operating small equipment, and working in confined areas.

Customer Relations

- Expected to demonstrate professionalism and courtesy when interacting with customers and the community.
- Must notify the System Manager or System Operator of any incidents, service issues, or emergencies promptly.

Reporting & Accountability

- Reports directly to the Primary Operator of Record or senior staff.
- Responsible for accurate time reporting and following District policies on leave and conduct.
- Expected to communicate schedule changes or absences in advance whenever possible.

Compensation & Benefits

- Competitive hourly wage based on experience and certification level
- Social Security and Medicare contributions
- Health insurance and retirement benefits in accordance with District policy
- Paid vacation and sick leave per the District’s Personnel Policy

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Ideal Candidate Profile

- Eager to learn and grow in the water utility field
- Responsible, punctual, and dependable
- Basic mechanical aptitude and comfort working with tools
- Strong attention to detail and commitment to quality
- Positive attitude and willingness to work as part of a small, dedicated team