

## WATER SYSTEMS OPERATOR I/II

### DEFINITION

To learn and perform a variety of semi-skilled and skilled tasks in the operation and repair of the City's water production facilities to provide safe reliable potable water and equipment to fulfill federal, state, and local regulations.

### SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the Senior and Chief Water System Operators or his/her designee. Responsibilities may include lead supervision of less experienced personnel/temporary workers.

### Water System Operator I:

This is the entry-level position in the Water System Operator series. Incumbents work under the direct supervision of more experienced personnel. It is distinguished from the Water System Operator II position in that it performs the more routine operator tasks and progressively performs the more technically complex tasks by state guidelines and is intended to progress following a formal training program.

### Water System Operator II:

Positions in this class are normally filled by advancement from the classification of Water System Operator I, or when filled from the outside, require prior water production or system operation experience similar to a Water System Operator I and appropriate certification. Appointment to the higher class requires that the employee be performing substantially the full range of duties for the class.

### EXAMPLES OF DUTIES

The following are typical illustrations of duties encompassed by the job class, not an all-inclusive or limiting list:

### ESSENTIAL JOB FUNCTIONS

- Perform minor repairs and routine preventive maintenance on all well equipment including pumps, motors, sensors, and pressure regulators.
- Check all operating wells sites as scheduled.
- Check valves, fuses, batteries, filters, fuel tanks, and oil levels and change as necessary.
- Monitor chlorine levels within the system and adjust dosing as required.

- Read water and electric meters daily and take well-depth measurements as needed.
- Perform well water sampling and pump efficiency analysis.
- Assist in distribution system sampling and monitoring.
- Track and record monitoring requirements for production.
- Maintain records and prepare reports of water well production and maintenance per established schedules.
- Trouble-shoot the need for major electrical repairs, initiate work requests, and assist in said repairs.
- Check standby power units and operate as scheduled.
- Check the elevated tank for proper operation and ensure the site is properly maintained.
- Install and initiate well chlorination using portable equipment as needed.
- Performs assigned after-hours emergency work.
- Regular, predictable, consistent, and timely attendance is an essential function of the position, in that the Employee must be present to work on facilities and equipment impacting the public's health and safety.
- Other duties as assigned

### **OTHER JOB FUNCTIONS**

Performs skilled work in the inspection and maintenance of water systems, and pump station facilities. Conducts inspections of tank sites and pump stations. Investigate the operation of pumps, valves, and hardware at sites; monitor and maintain standby diesel power units at assigned locations. Maintains, repairs, and services equipment and facilities at reservoirs and pump stations; monitors, operates, and maintains the SCADA system and related equipment. Removes and replaces pump station apparatus. Operates a variety of assigned equipment and tools as directed safely and efficiently to accomplish assigned tasks; cleans and maintains tools and equipment used in the field. Respond to public inquiries courteously; provide information within the area of assignment; resolve complaints in an efficient and timely manner. Maintain grounds and facilities at the well sites and monitoring stations. Respond to customer inquiries. Respond to emergencies after regular working hours. Perform related duties as assigned.

Assignments will require employees to be "On Call." Employees are part of a rotating schedule.

### **QUALIFICATIONS**

#### **Knowledge of:**

Operations, procedures, and requirements for maintenance, repair, and construction of well production pumping equipment and facilities. Principles, practices, and methods used in the repair and maintenance of pumps and motors. Practices used to chlorinate fresh water; chlorine safety procedures and precautions. Safe work practices and

methods. Mathematic principles pertinent to water treatment calculations. Drinking Water Regulations as required by the State of California

**Skill to:**

Communicate clearly and concisely, both orally and in writing. Produce reports using standard office and computer equipment as needed. Operate, monitor, and maintain SCADA systems. Use and operate hand tools, mechanical equipment, and power tools and equipment required for the work safely and efficiently.

**Ability to:**

Troubleshoot for faulty system equipment and facilities. Operate all pump equipment and controls with skill and proficiency. Work effectively in the absence of close supervision. Understand and follow both oral and written instructions. Deal effectively with the public and respond to complaints and inquiries. Work effectively in stressful situations. Assist in the supervision and training of less experienced personnel. Establish and maintain effective work relationships with those contacted in the performance of required duties. Perform heavy manual labor. Respond and perform assigned duties in the event of a City declared emergency.

**Minimum Education and Experience:**

**Water System Operator I:**

**Education:**

High School Diploma or equivalent.

**Experience:**

Two years of experience performing duties comparable to those of a Utilities Maintenance Worker II.

**License and Certificate:**

Required upon hire, possession of a valid California driver's license.

A Grade I Water Treatment certificate and Grade II Water Distribution certificate issued by the California State Division of Drinking Water are required before permanent appointment.

**Bilingual:**

Knowledge of a second language is beneficial.

**Water System Operator II:**

**Experience:**

Two years of experience performing duties comparable to those of Water System Operator I.

**License and Certificate:**

Required upon hire, possession of a valid California driver's license.

Possess a valid Grade II Water Treatment and a Grade II Water Distribution certificate issued by the California State Division of Drinking Water.

**Bilingual:**

Knowledge of a second language is beneficial.

**ADA COMPLIANCE**

**Physical Ability:** Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

**Very Heavy Work:** Exerting more than 100 pounds of force occasionally, and/or above 50 pounds of force frequently, and/or over 20 pounds of force constantly to move objects.

**Other Requirements:**

**Sensory Requirements:** Requires the ability to recognize and identify similarities and differences between shade, degree, or value of colors, shapes, sounds, forms, textures, or physical appearance associated with objects and people.

**Environmental Factors:** May be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dust, gases, poor ventilation, chemicals, oils, extreme temperatures, workspace restrictions, intense noises, and environmental dangers.

**Council Action: February 20, 2024**