



JOB DESCRIPTION

Water Supply Operator I

Date Prepared: June 2014

SUMMARY: Under basic supervision, operates, maintains, and performs preventative maintenance on City pumps, wells, tanks, water treatment facilities, and related equipment; performs duties relating to water quality, including water quality sampling and Cross Connection Control programs; and performs related work, as assigned.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:*

- Inspect, operate, test, and maintain a variety of water well and pumping equipment, water storage facilities, and water treatment plant facilities, including pumps, air compressors, telemetry system, emergency systems, pipe systems, water storage tanks, chemicals and equipment associated with water treatment, and pressure vessels.
- Collect water samples and perform duties associated with the cross connection control program; clean and flush the water system; respond to customer water quality inquiries; maintain and ensure the adequate supply of water in the District's reservoirs and water system.
- Requisition parts and supplies; maintain records and prepare reports; read and interpret drawings, diagrams, and blueprints; record and log a variety of readings.
- Use a variety of power and hand tools, perform a variety of related welding, carpentry, pipefitting, valve repair, and cement work.
- Inspect, operate, and diagnose problems; perform preventative maintenance on electric motors and diesel engines, pumps, compressors, valves, chemical feed equipment, pressure vessels, and related equipment.
- Operate vehicles and equipment in a safe and efficient manner; and perform related duties and responsibilities, as required.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

High school diploma OR GED equivalent AND one year of experience in water supply or distribution maintenance.

Knowledge of:

- Water distribution and treatment procedures, equipment, materials, and tools used in the operation and maintenance of motors, pumps, water treatment plants, compressors, and other equipment.
- Automatic control valves and their maintenance.
- Water quality sampling techniques.
- Cross connection control.
- Safe work practices.
- Basic recordkeeping and report writing practices.
- Basic Supervisory Control and Data Acquisition (SCADA) telemetry system.
- Aquifer recharge.
- Facility and equipment testing.
- Operation and maintenance of portable diesel engines.

Skill in:

- Providing efficient customer service and communicating clearly and objectively both verbally and in writing.
- Organizing with the ability to prioritize work and exercise independent judgment, wisdom, common sense, and initiative.
- Thoroughly carrying out oral and written instructions.
- Routinely adhering to and maintain a positive attitude.
- Operating vehicles and equipment in a safe and efficient manner.
- Establishing and maintaining effective working relationships with those contacted in the course of work, including City and other government officials, community groups, and the general public; and applying safe work practices.

LICENSE AND CERTIFICATION REQUIREMENTS:

- Must possess a valid, unrestricted California Class "C" driver's license.
- May be required to obtain a California Class "A" driver's license.
- Must possess a California Department of Public Health (CDPH) Water Treatment Operator Grade 1 Certificate and a CDPH Water Distribution Operator Grade 1 Certificate.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in an outdoor environment. Incumbent shall be exposed to those conditions normally encountered in an outdoor environment. Physical demands consist of sitting, standing, walking, stooping, kneeling, crouching, and crawling; using hands and fingers to handle or feel objects, tools or controls; and lifting and carrying moderately heavy objects up to 100 pounds and/or utilizing a hand dolly to move up to 160 pounds. Incumbent frequently works near moving mechanical parts, occasionally works in high, precarious places, and can be exposed to electrical shock. Incumbent wears personal protection-protective footwear. Incumbent must be able to see and hear in the normal range, with or without correction, and communicate verbally and in written form with great facility, and must be able to be understood. Incumbent must have the stamina to work long hours and overtime, if assigned, and must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts.