



## JOB DESCRIPTION

### Senior Water Supply Operator

Date prepared: June, 2015

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

- Work independently on a variety of assigned tasks.
- Inspect, operate, test, and maintain a variety of water well and pumping equipment, water storage facilities, recycled water 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 Districts reservoirs and water system.
- Requisition parts and supplies; maintain, record, 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.
- May participate in emergency call duty on a rotation basis, at the department's discretion.
- Utilize computer software programs competently.
- May cross-train with other divisions.

#### MINIMUM QUALIFICATIONS:

##### Education, Training and Experience Guidelines:

High school diploma OR GED equivalent AND a minimum of two years of experience in water supply or distribution maintenance.

## **LICENSE AND CERTIFICATION REQUIREMENTS:**

- Must possess a valid California class “C” driver’s license upon hire and maintain throughout the length of employment with the City of Victorville.
- 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 2 Certificate and a CDPH Water Distribution Operator Grade 2 Certificate.
- May be required to obtain a County of San Bernardino Backflow Tester License.

## **Knowledge of:**

- Water distribution and treatment procedures, equipment, materials, and tools used in the operation and maintenance of motors, pumps, water treatment plants, recycled water facilities, compressors, and other equipment.
- Automatic control valves and 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 maintaining a positive attitude.
- Inspecting, operating, and diagnosing problems.
- Performing preventative maintenance on electric motors and diesel engines, pumps, compressors, valves, chemical feed equipment, pressure vessels, and related equipment.
- Performing water quality sampling; facility and equipment tests, including well and pump efficiency tests.
- Effectively presenting instructions and information in writing and verbally to coworkers, the general public, and outside agencies.
- Using patience, tact, diplomacy, and courtesy in dealing with the public and employees and maintaining a positive attitude.
- 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.
- Applying safe work practices.

**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 hazards. Incumbent wears personal protection-protective equipment. 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, rotating, which may include weekends, holidays, evenings, and/or varying shifts.

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
Personnel Officer

\_\_\_\_\_  
Date