



Position: Water Facilities Operator I / II /III

Reports to: Water Operations Supervisor

Basic Function

Under general supervision, performs a variety of tasks related to the operations, maintenance and construction of the potable and non-potable water systems. Specific skilled tasks may be assigned only when the incumbent has obtained certain certification(s) as described in the minimum qualifications below.

Supervision

Reports to the Water Operations Supervisor; may receive direction and general supervision from the Lead Water Facilities Operators.

Distinguishing Characteristics

Water Facilities Operator I is the entry and training level position in the Water Facilities Operator series. At this level, incumbents perform various work tasks under direct supervision and follow established guidelines. Water Facilities Operator I is distinguished from the next higher level of Water Facilities Operator II by the latter serving as an intermediate level classification and performing more involved and specialized tasks under general supervision while exercising broader discretion and judgment.

Water Facilities Operator II is the intermediate level position in the Water Facilities Operator series. At this level, incumbents perform specialized work tasks under general supervision and following established guidelines. Water Facilities Operator II is distinguished from the next higher level of Water Facilities Operator III by the latter serving as a full journey level classification and performing the most complex and skilled tasks while exercising broad discretion and independent judgment. The Operator II is distinguished from the Operator I classification by the requirement for higher level certifications and experience with water systems.

Water Facilities Operator III is the journey level position in the Water Facilities Operator series. At this level incumbents perform complex and skilled work tasks and exercises broad discretion and independent judgment. The position may lead a small crew when assigned a specific project or assume a lead role to perform certain duties and emergency repairs as necessary.

Typical Duties

The duties listed below are representative of the Water Facilities Operator I / II / III series. Some duties are performed at all levels with the more specialized tasks performed by the Water Facilities Operator II/III position.

Operate, inspect, maintain, repair and calibrate water facilities including wells, valves, chlorinators, chemical feed equipment boosters, pressure regulating and sustaining valves, pressure filters, motors, electrical controls, recording and measuring devices; report unusual operating conditions and major repair needs; repair asphalt and concrete surfaces; load trucks to transport supplies, materials and equipment; take water samples and perform analytical and bacteriological tests as required; record readings and document laboratory quality control programs; maintain other pertinent data; keep facilities clean and in order; perform maintenance functions; isolate leaks and take appropriate measures to minimize outages and protect the public health; monitor and inspect pertinent contracted work with outside agencies; observe all safety and environmental precautions; prepares various reports for management and regulatory agencies..

Inspect tools, equipment and vehicles for condition, diagnose problems and determine needed repairs; obtain required parts and supplies; perform minor repairs to gasoline and diesel engines; operate test equipment; interpret service manuals and perform maintenance per manufacturer's recommendations; understand schematics and parts lists; perform preventative maintenance tasks, develop and administer preventative maintenance programs as assigned; use small hand tools in the maintenance and repair of electronic and related equipment; keep records and prepares status reports.

Read meters, record readings and determine accuracy of the reads, turn water service on or off at the meter, check meters for erroneous readings, leaks or inoperative status; perform meter tests, installations and meter box maintenance; inform customers of shut offs or other issues concerning their water service; perform in field or at shop calibrated tests for meter accuracy.

Diagnose and repair electro-mechanical equipment; administer preventative maintenance programs for electro-mechanical equipment and perform efficiency tests on wells and booster pumps.

Minimum Qualifications

Knowledge

Water Facilities Operator I - Basic mechanical and hydraulic principle, equipment and tools used in maintenance and repair, basic mathematical principles, including fractions, decimals,

proportions, measurements, volume and area calculations. Safety aspects and precautions in field maintenance work.

Water Facilities Operator II /III - Principles and procedures of water treatment and distribution, including water quality methods, materials, equipment and tools used in the maintenance and repair of water systems; operating characteristics of pumps, valves, motors and a variety of equipment and tools used in water production and distribution; principles and practices of plumbing, electrical work, hydraulics and water quality; federal, state and local regulations governing water quality; safety aspects and precautions in field maintenance work; modern technology applications related to water utilities.

Abilities

Water Facilities Operator I / II - Safely perform a variety of field operations and maintenance tasks, perform field tests and mathematical calculations, follow oral and written instructions, read, interpret, and record data; learn more complex principles, practices, regulations and technology pertaining to water systems, use office and field technology equipment and to communicate clearly with public and staff.

Water Facilities Operator III - Work independently using solid judgement and problem-solving skills; operate heavy equipment, including a backhoe, loader and dump truck; keep accurate, clear and organized records both manually and electronically; utilize various office and field technology and equipment; tactfully and effectively communicate with the public, contractors and staff.

Education and Experience

Any combination that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and skills would be:

Experience:

Water Facilities Operator I / II - One year of work in construction, maintenance, or utility.

Water Facilities Operator III - Three years of work in water system maintenance and operations gaining required competencies.

Education: Completion of high school or its equivalent. Additional related education may be substituted for experience or experience might be substituted for education.

Physical Demands

This position requires sufficient strength and stamina to perform heavy physical labor and must be able to sit, stand, walk on level, unlevel, or slippery surfaces, stoop, crouch, squat, bend, turn,

twist, kneel, grasp, push, pull, reach, and climb ladders in the performance of daily duties. The ability to lift, carry, and push tools, equipment and supplies weighing up to 60 pounds while wearing personal protective equipment is also required. In addition, it requires vision, hearing, balance, and hand eye coordination appropriate to perform maintenance and repair work and to operate power tools and heavy equipment.

Working Environment

Work takes place outdoors in a variety of weather conditions, including wet, heat, and cold and may include exposure to dust, dirt, chemicals, fumes, and other contaminants, noise producing tools and equipment, machinery with moving parts, around moving equipment and vehicle traffic. Some work may take place below ground, overhead, in confined spaces, or on ladders.

License or Certification

Water Facilities Operator I must obtain a Grade I Water Treatment Operator (T1) and a Grade I Water Distribution Operator (D1) Certification issued by the California Water Resources Control Board within 18 months from the date of hire. Must possess a valid California Driver License and have a clean driving record. Possessing a Grade I Water Treatment Operator (T1) and/or a Grade I Water Distribution Operator (D1) Certification is highly desirable.

Water Facilities Operator II must possess both a Grade I Water Treatment Operator (T1) and Grade II Water Distribution Operator (D2) Certification issued by the California Water Resources Control Board. Must possess a valid California Driver License and have a clean driving record. Possessing a Grade I Water Treatment Operator (T1) and a Grade II Water Distribution Operator (D2) Certification is highly desirable.

Water Facilities Operator III must possess either a Grade II Water Treatment Operator (T2) or a Grade III Water Distribution Operator (D3) Certification issued by the California Water Resources Control Board. Must obtain both a Grade II Water Treatment Operator (T2) and Grade III Water Distribution Operator (D3) Certifications within 18 months from the date of hire. Must possess a California Driver License and have a clean driving record. Possessing a Grade II Water Treatment Operator (T2) and a Grade III Water Distribution Operator (D3) Certification is highly desirable.

Other Requirements

Must be available for shift work, on-call assignment and call-back work; must be willing to wear a uniform and must reside within a 30-minute response time by the end of probationary period.

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