Position:  **Water Facilities Operator I / II**

Reports to: Water Operations Supervisor

**Definition:** Under general supervision, performs a variety of routine semi-skilled work in the inspection, operation, installation, maintenance and repair of water production and distribution systems and performing related work as assigned. Certain duties may be assigned only when the incumbent has obtained certain certification(s) as described in the minimum qualifications below.

**Water Facilities Operator I:** This is an entry and training level position in the Water Facilities Operator series. At this level, incumbents perform specialized work tasks under direct supervision and following 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 complex and specialized tasks while exercising broader discretion and independent judgment.

**Water Facilities Operator II:** This is an 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 specialized tasks while exercising broader discretion and independent judgment. The Operator II is distinguished from the Operator I classification by the requirement for higher level certifications and expertise with utility systems.

**Supervision:** Reports to the Water Operations Supervisor; receives general supervision from the Lead Water Facilities Operator(s).

**Typical Duties:**

**System Operation**

Water Facilities Operator I - Duties may include, but are not limited to, the following: operate, inspect, maintain, and repair water production, storage and distribution facilities, including wells, valves, boosters, pressure regulating and sustaining valves, pressure filters, motors, electrical controls, recording and measuring devices; report unusual operating conditions and major needs for repair; repair asphalt and concrete surfaces; load trucks to transport supplies, materials and equipment; record readings and maintain other pertinent data; keep facilities in a clean and orderly condition, and perform maintenance functions on treatment equipment; isolate leaks and take appropriate measures to minimize outages and to protect the public health; and observe all safety and environmental precautions.
Water Facilities Operator II – Duties may include, but are not limited to, the following: operate, inspect, maintain, repair and calibrate water production, treatment, storage and distribution 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 needs for repair; 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, document laboratory quality control programs, and maintain other pertinent data; keep facilities in a clean and orderly condition, and perform maintenance functions on treatment equipment; isolate leaks and take appropriate measures to minimize outages and to protect the public health; and observe all safety and environmental precautions.

Equipment Maintenance - Duties may include, but are not limited to, the following: inspect tools, equipment and vehicles to evaluate their condition, diagnose problems and determine needed repairs; ascertain and obtain required parts and supplies; repair and perform minor overhaul to gasoline and diesel engines; operate test equipment; interpret service manuals and perform maintenance per manufacturer’s recommendations; understand schematics and parts lists; carry on preventative maintenance program; use small hand tools in the maintenance and repair of electronic and related equipment; keep records and write status reports.

Customer Service – Duties may include, but are not limited to, the following: 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 meters; perform meter tests, installations and meter box maintenances; informs customers of shut-offs or other issues concerning their water service.

Minimum Qualifications:

Knowledge: 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.

Abilities: Safely perform a variety of field operations and maintenance tasks in water utility. Perform field tests and mathematical calculations. Follow oral and written instructions. Read, interpret, and record data. Learn more complex principles, practices and regulations pertaining to water facilities operations. Effectively communicate with the public and staff.

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

Experience: One year of work in construction, maintenance or utility.
Education: Completion of high school or its equivalent. Additional related education may be substituted for experience or experience might be substituted for education.

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.

Desirable Qualifications:
Work experience in a water utility; familiarity with streets in the Scotts Valley area; experience with computerized monitoring and operation system.

Other Requirements: Willingness and ability to work outside in a variety of weather conditions. Must reside within a 30-minute response time. Willingness to perform shift work, on-call duty assignment and call-back work. Must take part in all safety and training programs for field operations staff.

Revised: June 2015