

BEAR VALLEY CSD

JOB DESCRIPTION

JOB TITLE: WATER OPERATOR I-V
DEPARTMENT: WATER
REPORTS TO: WATER SUPERVISOR

JOB SUMMARY:

Under the supervision of the Water Supervisor, Water Operator I - V performs routine and complex assignments within an established procedural framework, including a wide variety of maintenance, operation, fabrication, construction, and repair tasks to the District's potable and non-potable water production, distribution and storage systems.

This is a skilled level position where the employee possesses knowledge, abilities and professional insight in operation, maintenance, upkeep and repair methods of a municipal water system.

DISTINGUISHING CHARACTERISTICS:

The following classifications of Water Operators are distinguished by the possession of a current and valid Water Distribution certificate issued by California State Water Resources Control Board:

Operator I -Grade 1 Water Distribution Certificate
Operator II -Grade II Water Distribution Certificate
Operator III -Grade III Water Distribution Certificate
Operator IV -Grade IV Water Distribution Certificate
Operator V -Grade V Water Distribution Certificate

Advanced classification does not vest supervisory authority; it only indicates State certification level.

SUPERVISION RECEIVED/EXERCISED:

All duties are performed under the supervision of the Water Supervisor who reports to the Public Works Director. Water Operators I - V do not perform any supervision of any classification. They may occasionally act as a lead person or Operator in Charge directing and assisting lower level operators to perform their duties in the absence of the Water Supervisor.

ESSENTIAL FUNCTIONS STATEMENTS:

Essential functions, as defined under the Americans with Disabilities Act, may include the following duties and responsibilities, knowledge, skills, and other characteristics. This list of duties is illustrative only, and is not a comprehensive listing of all functions and tasks performed by this position.

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ESSENTIAL FUNCTIONS

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address agency needs and changing business practices.

- Operate, maintain, repair, and construct potable and non-potable water production, distribution, and storage system including wells, booster stations, main and lateral lines, tanks, pumps, valves, meters, and other appurtenant infrastructure
- Ensure public health and safety relating to water quality and compliance with all applicable federal, state, and local codes and regulations
- Ensure customers receive adequate water service volume, pressure and quality
- Respond to various system alarms, leaks, breaks, service interruptions and other emergencies during and after normal work hours; maintain availability for on-call status; work rotational shifts and standby duties, including weekends and holidays
- Install and repair water service lines, mains, meters and valves
- Open, close and exercise valves and perform various adjustments to ensure proper distribution pressures and levels within each zone, including operation of the Supervisory Control and Data Acquisition (SCADA) system
- Take samples for analysis and may perform a variety of chemical tests
- Install, maintain, repair, modify, troubleshoot, and service machinery and equipment including pumps, valves, motors, meters, tanks, and reservoirs
- Lay pipe; drill and tap water mains; dig and backfill trenches; make fittings and connections; clean mains; flush the water system and change and replace valve risers
- Check and monitor system pressures, water flow meters, disinfectant usage, engine hours and electrical demands
- Identify and determine the cause of abnormally high consumption levels; validate unusual readings; report all discrepancies through chain of command
- Initiate and discontinue water service, including delivery of notices
- Maintain physical ability and agility to ascend and descend forty (40) feet of vertical ladder structure and maneuver in and out of trenches and other confined spaces. Ability to wear a full body safety harness while performing assigned tasks within said confined spaces
- Walk or drive an established route to take meter readings and perform inspections; coordinate with utility billing staff; verify unusual readings
- Perform a variety of inspections to properly document damage, defects, unauthorized connections or other unusual conditions; report all discrepancies through chain of command
- Perform a variety of duties in response to power outage emergencies; operate, monitor, adjust, and maintain backup generators; respond to power outages by properly resetting, restarting, and bringing systems essential to proper operations back on-line; maintain proper fuel levels in generators and storage tanks
- Occasionally operate backhoe and perform a variety of welding, carpentry, pipe fitting, warehousing, cement and asphalt work
- Respond to, investigate, enforce, and document water complaints related to water conservation regulations, leaks, and theft, including interaction with the public
- Coordinate identification and marking system infrastructure with other utilities, property owners and construction activity
- Secure worksites and ensure public safety through road closures, signage, barricades, and restricting public access
- Ensure infrastructure security in accordance with federal, state and local codes and regulations

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- Maintain, compile and update logs and reports; perform mathematical calculations
- Perform general facility maintenance such as cleaning, painting, and repairing facilities; perform various grounds maintenance, application of pesticides, and custodial duties as required
- Perform a variety of duties in response to weather emergencies
- Perform a variety of public relations related duties; conduct tours and provide educational information; receive, investigate, document, and respond to complaints; receive telephone inquiries from the public; answer questions and direct inquiries to appropriate personnel as necessary
- Operate District vehicles, machinery and equipment as required

OTHER DUTIES:

- Order supplies and equipment
- Respond to emergency call-outs
- Operate snowplow
- Assist other departments and divisions
- Other duties as assigned

EDUCATION, EXPERIENCE & TRAINING

Minimum qualification for this classification include:

Education:

Equivalent to graduation from a U.S. high school or passing score on the General Education Development (GED) exam. Possession of applicable grade level certification for classification. Possession of or ability to immediately obtain a current and valid Class C California Driver's License and maintain a clean driving record.

Experience:

Experience commensurate with each grade level of certification as required by the State of California.

KNOWLEDGE & ABILITIES

Knowledge of:

- Principles and practices of water production, distribution and storage system operation
- Operating principles of equipment such as wells, valves, pumps and motors
- Methods and techniques of maintaining, repairing and troubleshooting equipment and processes
- Standard principles of the sciences including chemistry and biology
- Basic mathematical principles
- Laboratory sampling and analysis techniques and health standards for municipal water
- Operational and safety regulations pertaining to water production, distribution and storage systems and vehicle and equipment usage
- Chemicals used and their safe use and application
- Use and care of personal protective equipment
- Sampling methods and techniques
- Proper disinfection techniques
- Backflow, flushing, and treatment principles and techniques
- Occupational hazards and standard safety practices and procedures

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- Office procedures, methods, and equipment including computers and applicable software applications
- Pertinent federal, state and local laws and regulations as they relate to operation and maintenance of water production, distribution and storage systems
- District standards and specifications

Ability to:

- Maintain a flexible work schedule that includes overtime, on-call status, call-backs, nights, weekends, holidays and rotational shifts
- Operate and monitor water production, distribution and storage system equipment
- Read, interpret and calibrate equipment, including digital and manual gauges or other recording devices
- Collect and record samples and perform routine laboratory tests
- Diagnose operating problems and take effective courses of action
- Make independent technical decisions to maintain proper production, delivery, storage, and treatment processes
- Maintain pertinent records and compile data into written reports
- Perform routine to difficult maintenance, repairs and installations to equipment such as pumps, valves, motors, and electronic monitoring devices
- Use and understand leak detection, valve exercising, testing and monitoring equipment
- Read, interpret and understand engineering and technical manuals, drawings, blueprints, schematics, diagrams and Material Safety Data Sheets (MSDS)
- Ability to identify and mark system infrastructure including main and lateral lines
- Perform heavy manual labor
- Perform work in accordance with various safety regulations, guidelines and practices
- Schedule maintenance and repairs of equipment, grounds, buildings and other system apparatus
- Recognize traffic and other hazardous situations
- Use and operate self-contained breathing apparatus equipment
- Logically solve problems
- Operate office equipment including computers and supporting software applications
- Adapt to changing technologies and learn functionality of new equipment and systems
- Communicate clearly and concisely, both orally and in writing
- Accept correction and constructive criticism and apply it to performance
- Courteously and appropriately interact with the public
- Establish and maintain effective working relationships with all levels of employees and customers

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands may include: possession of normally functioning olfactory sensation and normal color vision, balancing, climbing, ascending and descending ladders, driving, heavy physical labor, kneeling, crouching, lifting, pushing and/or pulling of objects weighing 60 pounds or more, making repetitive hand

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or body motions, running, sitting, speaking, standing, stooping, bending, using hands and fingers, using hand or power tools, walking, working in cramped and confined spaces, working outside and underground; utilizing Personal Protective Equipment per OSHA General Industry Standards 29 CFR 1910. Vision in the normal range with or without correction. Hearing in the normal range with or without correction.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work environment includes: exposure to water, chemicals, confined work spaces, dust, dirt, electrical hazards, fumes, odors, gases, high or low temperatures, noise, poor lighting, shift work, extended shifts, toxic materials, air contamination, wetness and humidity, vibration, and driving on a daily basis; frequent exposure to high work places; inclement weather conditions which may include extreme cold or heat and exposure to snow, rain, wind, sun, etc.

DISASTER SERVICE WORKER:

In accordance with Government Code Section 3100, District employees, in the event of a disaster, are considered disaster service workers and are required to report for duty and respond accordingly.

FLSA

This is an FLSA Non-Exempt position.