

CITY OF WASCO POSITION DESCRIPTION

PERTINENT POSITION DESCRIPTION DATA		
Position Title: Water Operator-In-Training	Department : Water	
Reports to: Water Supervisor	FLSA Classification : Non-Exempt	
Career Ladder: Water Operator I	Pay Grade:	Approval Date: 08/16/05

POSITION SUMMARY:

The fundamental reason this classification exists is to learn the skills required to perform as a Water Operator in the water distribution system by participating in City education and training programs as well as in on-the-job training. Incumbents assist with a variety of tasks involved in the maintenance, installation, and repair the water distribution system's water mains, service connections, fire hydrants and valves with guidance and direction from a Water Operator and under the general supervision of a Water Supervisor. Assigned duties increase in scope and difficulty as the Water Operator Trainee demonstrates the ability to perform such duties. Performance is evaluated after each segment of the structured training program is completed. Successful completion of the training program results in appointment to the Water Operator I classification.

CLASS CHARACTERISTICS:

This is the training level position in the Water Operator Series. Employees assigned in this classification are hired at the training level and are required to perform the full ranges of the entry level within twenty-four months. This class is distinguished from the Water Supervisor in that positions assigned to the Senior Water Operator class work independently and may provide lead supervision to operator staff as a regular part of their work routine.

ESSENTIAL RESPONSIBILITIES:

Observe and then, under close supervision, monitor assigned plant operations and record data from control room meters, gauges and recording chart readings. Report malfunctions and unusual trends or conditions to supervisor. When sufficient ability acquired, may make minor corrections and report the action taken

As assigned, clean pumping plant appurtenances, using tools such as high pressure washers, water hoses and brushes

Under close supervision initially, and then with more independence, perform routine maintenance on equipment, such as lubrication, oil changes and belt changes. Assist in routine repair work such as disassembly, repair and installation of valves, switches, process instrumentation, motors and related equipment

Perform plant and landscape maintenance duties within scope of ability and with appropriate supervision. This includes inspection, cleaning and maintenance of tanks; corrosion control of plant piping and valves; structural concrete repairs; scraping and painting; carpentry; plumbing; minor electrical repairs; mopping and waxing floors; cleaning windows and mowing and trimming lawns

Perform all work in accordance with sound safety practices and using appropriate safety devices and equipment.

Respond to public inquiries in a courteous manner, provide information within scope of knowledge and refer to supervisors as is appropriate

Learns and then performs with increasing independence Water Operator duties

Installs, maintains, and repairs water mains, water service connections, fire hydrants, and valves

Sets up barricades and other warning devices to channel traffic around construction areas or other hazards

Cuts, taps, and threads water pipe and makes copper, plastic or other joint connections

Operates mobile equipment such as dump trucks, crew trucks, small trenching machines, and small tractor-mounted dozers in support of installation and repair work

Operates power driven machinery such as jack hammers, tampers or other similarly sized equipment

Cleans work area after completing job assignments

Notifies customers of necessity for interruptions of water service

Opens and closes main valves, manually or with a valve operating machine, for water main extensions or repairs

Locates valves and water meters using quarter section maps or electronic detectors

Raises, lowers or relocates water mains, water meters, valves, and fire hydrants to allow clearance for other utilities or improvements

Sets meter boxes and water meters and records meter reading and other required meter identification information

Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service

Perform clerical and administrative duties as assigned

Discontinue water service to delinquent accounts

May be required in emergency situations to report to work during unscheduled time

May perform other work as assigned

MINIMUM QUALIFICATIONS:

Knowledge of – Equipment and machinery mechanics

Skilled in –

Ability to - Work cooperatively with other City employees; Work in small, cramped spaces, such as ditches, to repair water mains or service connections; Work in a variety of weather conditions with exposure to the elements; Learn methods and techniques of water distribution system repair, maintenance, and installation; Understand and follow written and oral instructions in the English language; Learn and practice trench safety regulations, hard hat, and vest policies; Learn job-related material primarily through oral instruction and observation in an on-the-job training setting; Use common hand tools, such as hammers, saws, screw drivers or similar tools; Move heavy objects (50 pounds or more) long distances (more than 20 feet); Read, comprehend, and interpret written material in the English language such as operation manuals and Material Safety Data Sheets; Travel across rough, uneven or rocky surfaces at excavation sites; Set up or remove barricades, traffic cones or similar objects; Dig up ground for ditches or holes using a pick, shovel, spade or other tools; Move debris or other material from one place to another using shovel, rake, or other tool; Coordinate the movement of more than one limb simultaneously to operate a jack hammer or repair pipes; Develop skill in the use of tools and equipment used in the installation, maintenance, and repair of the water distribution system; Measure distance using a tape measure or other measuring device; Observe or monitor objects to determine compliance with prescribed operating or safety standards Work safely without presenting a direct threat to self or others

Licenses and Certificates – Possession of a Grade I California Department of Health Services Water Certificate within twenty-four months of appointment or the minimum required experience. Must possess a valid drivers license

Physical Abilities and Work Environment – The employee must be able to stand for lengthy periods of time in both indoors and a variety of outdoor physical and weather environments with exposure to extreme temperatures. Walk over uneven ground, climb stairs and ladders, work at heights, stoop, bend, kneel, work in confined places, and possess keen hearing and smell. Operate motorized vehicles and equipment. Exposure to a variety of hazardous gases, chemicals, and chemical compounds used in the course of work. Must possess the manual dexterity to use small hand tools, to use keyboard equipment, and be able to lift up to 100 lbs.

Other – Bilingual fluency in English and Spanish is desirable.

EDUCATION AND EXPERIENCE:

Any combination of experience and education that would be likely to provide the required knowledge, skills, and abilities could be qualifying, as determined by the City. A typical way to obtain the knowledge, skills, and abilities is:

Experience – Demonstrated ability to do mechanical work as shown by prior experience and training or through examination. Other combinations of experience and education that meet the minimum requirements may be substituted

Education - Graduation from high school or G.E.D. equivalent

ACKNOWLEDGEMENT

A review of this position has excluded the marginal functions of the position that are incidental to the performance of essential job duties. The duties and responsibilities are essential job responsibilities and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the knowledge, skills and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels required for this position.

I acknowledge that I have received a copy this position description

Print Name

Signature

Date