

## CITY OF WASCO POSITION DESCRIPTION

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

### **POSITION SUMMARY:**

The fundamental reason this classification exists is to perform a variety of routine and semi-skilled maintenance work and operate a variety of equipment in the construction, operation, inspection, repair, maintenance, and replacement of water distribution facilities and systems. Operate, maintain and adjust equipment in compliance with established standards. Perform maintenance of equipment, facilities, and grounds. Ensure a high level of cleanliness of assigned areas and associated buildings/facilities and grounds, and that pump, valves, and other equipment receive timely lubrication. Perform daily monitoring of water works facilities through the operation of the Water Division's central computer system called Supervisory Control and Data Acquisition (SCADA)

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### **CLASS CHARACTERISTICS:**

This classification is the entry level in the Water Operator series and exists to perform a variety of routine and semi-skilled tasks in the installation, maintenance, and repair of the City's water distribution system. Work is generally performed as a member of a crew although individuals may be assigned tasks to be performed independently. Work is performed with direction from a Water Supervisor under the general supervision of a Water Superintendent. This classification is the entry-level of the Water Operator series and assists in the performance of tasks necessary for the continuous operation of the water production and treatment equipment. This classification is assigned tasks making routine equipment adjustment to control the process within prescribed limits, monitor the equipment and process flow, assist in obtaining samples and testing the process, recording activities and findings, and assists in the performance of mechanical maintenance duties.

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### **ESSENTIAL RESPONSIBILITIES:**

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

Monitor assigned plant operations and record data from control room meters, gauges and recording chart readings. Report malfunctions and unusual trends to supervisor. May make minor corrections and report the action taken

Collect raw water, in-process finished water and effluent samples for in-house and outside analysis. Under close supervision, prepare samples and conduct laboratory tests, such as pH, chlorine and turbidity, in accordance with established procedures. Maintain appropriate records

Clean pumping plant using tools such as high-pressure washers, water houses and brushes

Performs routine maintenance on equipment, such as lubrication, oil changes and belt changes. Assists in routine repair work such as disassembly, repair and installation of valves, switches, process instrumentation, motors and related equipment

Performs plant and landscape maintenance duties, including 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

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

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

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 readings 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

Responsible for the maintenance of all wastewater collection systems

Will be required to work weekends, holidays, after hours and on-call and to all emergency responses

May perform other work as assigned

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**MINIMUM QUALIFICATIONS:**

**Knowledge of** – Methods and techniques used in the installation and repair of water mains and service connections; Confined Space Entry procedures, trench safety, hardhat and vest policies, and other safety issues inherent in the work.

**Skilled in** –The use and care of the tools and equipment used in the installation, maintenance, and repair of the water distribution system.

**Ability to** -Work in a variety of weather conditions with exposure to the elements; Understand and follow written and oral instructions in the English language; 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, screwdrivers or similar tools; Read, comprehend, and interpret written material in the english such as operations manuals and MSDS; Move heavy objects (50 pounds or more) long distances (more than 20 feet); 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, dirt or other material from one place to another using a shovel, rake or other tool; Clean equipment using appropriate materials; Travel across rough, uneven or rocky surfaces at excavation sites; Work in small, cramped spaces, such as ditches, to install or repair water mains, service connections, hydrants or valves; Bend or stoop repeatedly or continually over time to install or repair water mains, service connections, hydrants, and valves; Coordinate the movement of more than one limb simultaneously (Example: using a jack hammer to break pavement); Communicate orally with co-workers, customers of the public in face-to-face one-to-one settings; Observe or monitor objects to determine compliance with prescribed operating or safety standards; Measure distance using a tape measure or other measuring device; Work safely without presenting a direct threat to self or others

**Licenses and Certificates** – Possession of a valid D1 California Department of Health Services Water Distribution Certificate at time of appointment to the class. Must possess a valid California 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 posses 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.

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### **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** – One-year experience as a Water Operator-In-Training

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

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### **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

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Print Name

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Signature

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Date