


## JOB DESCRIPTION

<p>City of Waterford</p>  <p>Administrative Services</p>	<b>WATER OPERATOR I</b>	
	Salary Level:	18
	FSLA Status:	Non-Exempt
	Established/Revised:	July 2017

## JOB SUMMARY

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

Under general supervision, operates and maintains the City's water wells, pumping equipment, piping systems and related components; monitors and adjusts chemicals to ensure potable drinking water; performs other related duties as required.

## DISTINGUISHING CHARACTERISTICS

This is the entry level class in the Water Operator series. This class is distinguished from the Water Operator II by the performance of the more routine tasks and duties assigned to workers in this series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters related to established procedures and guidelines as are positions allocated to the II level. Since this class is typically used as a training class, employees may have only limited or non directly related work experience. Employees work under immediate supervision while learning job tasks. This classification is flexibly staffed with Water Operator II and incumbents may advance to the higher level after obtaining the required certification, gaining experience, and demonstrating a level of proficiency that meets the qualifications of the higher-level class.

## SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from a Public Works Superintendent and lead supervision from a Water Operator III. Incumbents in this class do not exercise supervision.

## ESSENTIAL DUTIES

*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This list is **ILLUSTRATIVE ONLY**, and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Operates and maintains water wells and pumping equipment to include electric motors, diesel

engines, pumps, meters, air compressors, and emergency alarm and piping systems within the City's water system.

- Maintains the SCADA system and related equipment; monitors and adjusts chemical doses; cleans and maintains the motor control centers and VFDs; conducts inspections of pump facilities and makes adjustments as needed.
- Reviews plans for major maintenance, repair, and construction projects; inspects work completed by outside contractors to ensure completion and compliance with established specifications.
- Operates, services, and repairs stand-by generators, natural gas, and diesel engine; maintains electrical panels, controls, and VFD enclosures.
- Utilizes and maintains a variety of hand tools, meters, trucks, and equipment used in water testing and the maintenance and repair of water and wastewater systems.
- Communicates with City personnel and various outside agencies to exchange information, coordinate activities, and resolve issues or concerns.
- Installs, maintains, and repairs water meters and related service lines; inspects meters and service lines for leaks and malfunctions; identifies abnormally high consumption levels.
- Identifies water lines, sewer, and storm locations for underground excavations; maps system schematics and manhole locations as needed.
- Collects water samples at various points throughout the water system; performs test on samples; prepares samples for deliveries to laboratories.
- Reviews and analyzes operational information and test results; notifies supervisors of unusual situations; makes corrections to system as instructed.
- Maintains accurate records of gauge, chart, graph, and meter readings, chemical test results, and work performed.
- Performs clean-up and mitigation of sewer spills; coordinates emergency response staff.
- Participates in instructing, guiding, and directing assigned staff on work procedures.
- Utilizes a teamwork approach to learn the department functions necessary to continue effective City operations to allow the City to carry on in case of illness, or unexpected employee turnover; participates in cross-training as needed to accomplish this goal.
- Assists with Wastewater Operator duties, as needed.
- Performs other duties as required or assigned.

## **MIMIMUM QUALIFICATIONS**

### **Education and/or Experience:**

High school diploma or GED equivalent; one (1) year of progressively responsible public works or utility operations and maintenance experience is desirable.

### **License/Certificate:**

- Possession of, or ability to obtain, a valid Class B Commercial driver's license.
- Possession of a Grade I Water Distribution Operator certificate issued by the State of California Department of Health Services within 18 months of employment.

### **Knowledge of:**

- AWWA standards.
- Cross connection prevention.
- Applicable State, Federal, and local codes, laws, and regulations.
- Safety requirements for operation of trucks and other equipment.
- Occupational hazards and standard safety practices.

- Record maintenance policies, procedures, and practices.

**Skill in:**

- Perform maintenance, repair, and installation of water and wastewater systems and equipment.
- Operating a variety of tools and equipment.
- Operating hand and power tools competently and safely.
- Reading, interpreting, and recording data accurately.
- Working independently and as part of a team; working with little or no direct supervision.
- Following written and oral directions; communicating clearly and concisely, both orally and in writing.
- Observing safety principles and working in a safe manner.
- Establishing and maintaining effective working relationships.

**PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT**

*The physical and environmental 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 Conditions:**

Primary functions require sufficient physical ability and mobility to work in a field environment; to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to climb unusual heights on ladders; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.

**Environmental conditions:**

Work is performed primarily in an outdoor field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, mechanical and electrical hazards, and all types of weather and temperature conditions; work in or around water; exposure to hazardous traffic conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; work at heights; incumbents may be required to respond to emergency and public calls after hours including evenings and weekends.