VALLECITOS WATER DISTRICT

WATER SYSTEMS OPERATOR I/II

DEFINITION

Under general supervision, performs skilled work in the operation of a D5 classification water distribution system and water quality assurance; directs entry level operators; performs related duties as required.

CLASS CHARACTERISTICS

Water Systems Operator I is the entry level class in this series. Initially under close supervision, incumbents learn and perform a variety of duties in the operation of the water distribution system & water quality assurance. This class is alternately staffed with Water System Operator II and incumbents may advance to that level after gaining necessary experience, required certifications, & demonstrating proficiency which meets qualifications for the higher-level class.

Water Systems Operator II is the journey level class in this series. Individuals perform the more difficult tasks, work with minimal supervision, perform operator shift work independently, and exercise considerable independent judgment. This position is distinguished from the Senior Water Systems Operator, which performs more complex work and serves as a lead worker.

ESSENTIAL FUNCTIONS

Essential functions include, but are not limited to, the following:

- Operates and monitors the functioning of valves, pumps, and other equipment to regulate the flow of water through the distribution system to meet daily demands; determines daily flow demands for each grade line and storage facility; makes changes to water flow from the District's aqueduct connections in accordance with County Water Authority instructions;
- Monitors tank and reservoir water levels using SCADA; ensures adequate water levels; reads meters, gauges, and instruments;
- Inspects water distribution facilities, including climbing and descending above & below ground water tanks; enters certified confined spaces for inspection and maintenance purposes;
- Operates and monitors disinfection stations and other equipment; calculates dosage rates and makes required adjustments to ensure proper disinfection levels in accordance with federal and state regulations; inspects and maintains injection stations and records dosage rates; maintains record of disinfectant used and remaining inventory;
- Collects water samples to check for proper disinfection and for possible contamination as required by state and federal water quality regulations;
- Performs laboratory procedures as appropriate using the Environmental Laboratory Accreditation Program (ELAP) certification standards. This includes media development, quality assurance, and quality control.
• Performs record keeping functions such as logging system operations, test results, maintenance work performed, and unusual operating conditions; prepares reports and maintains files; collects and enters data into computer system;
• Directs and instructs less experienced operators; observes safe work methods and safety precautions related to the work, including safe handling and use of hazardous materials; uses appropriate safety equipment;
• Provides information to customers or refers to other departments or personnel as appropriate; maintains good public relations, notifies customers as required;
• Operates assigned vehicles skillfully and safely; inspects and fuels vehicles; reports the need for repairs and service; observes safe driving practices; operates and maintains a variety of hand tools and equipment related to work assignments;
• Stands duty on a rotational basis and works outside of regular work hours as necessary, including weekends and holidays; required to respond within 30-minute time frame when on duty status;
• Operates copiers and a variety of office equipment;
• Performs duties in a professional manner and works well with others or in a team setting;
• Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public;
• Regular attendance and adherence to prescribed work schedule to conduct job responsibilities;
• Observes safe work practices and safety methods; performs other duties as assigned.

QUALIFICATIONS GUIDELINES

Knowledge, Skills, and Abilities

Knowledge of:
• Methods, materials, tools, and equipment used in the operation and maintenance of water distribution systems and water quality assurance work;
• Water treatment principles, methods, and practices;
• Routine coliform sampling in adherence to the State Water Resource Control Board approved sample plan and ELAP laboratory procedures.
• Safe work methods and safety practices pertaining to the work;
• Operation and maintenance of a variety of hand tools and equipment used in the work;
• Principles of SCADA and related electronics;
• Methods and precautions in storing and handling chlorine and other hazardous gases and chemicals;
• Computer applications related to the work;
• Shop mathematics;
• Applicable laws and regulations.

Ability to:
• Accurately read gauges and testing equipment;
• Maintain & prepare a variety of accurate written and computerized records and reports;
• Be available for standby duty with a 30-minute response time;
• Perform routine water quality tests and adjust disinfectant equipment accordingly; collect samples and complete routine laboratory tests according to established guidelines.
• Occasionally wear full respirator face mask or self-contained breathing apparatus (SCBA), and work for at least 30 minutes while being supplied with breathing air through the mask;
• Ascend to, descend from, and work at heights and depths of 50 feet;
- Communicate clearly and concisely, both orally and in writing;
- Detect malfunctions in equipment;
- Establish and maintain cooperative effective working relationships with fellow employees and the public;
- Learn and perform skilled water distribution system operation work;
- Interpret gauges and SCADA related equipment; read and understand maps, blueprints, and schematics;
- Understand and follow oral and written instructions;
- Calculate chemical dosages, reservoir volumes, and water flows;
- Operate and maintain tools and equipment used in the work;
- Work effectively in a crew or individual setting.

Education & Experience

Any combination of education or experience that would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be: high school graduation or equivalent, and;

- Water technology education is desirable;
- **Water Systems Operator I**: one year of related experience, preferably in a water distribution facility.
- **Water Systems Operator II**: two years of experience in the operation of a water distribution system equivalent to the District's class of Water Systems Operator I.

Licenses, Certificates, and Special Requirements

- Possession of, or ability to obtain, a Class C California driver's license and a satisfactory driving record;
- Must be medically approved for all respirators;
- **Water Systems Operator II**: Possession of a SWRCB Water Distribution Operator Grade 3 (D3) Certificate required.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Employees may be required to wear and/or use personal protective and other safety equipment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand and walk; use hands and fingers to grasp and feel; reach with hands and arms; drive; climb or balance; stoop, kneel, crouch, or crawl; and talk and hear. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus. The employee must be occasionally fit tested for respirator use.
Environment: Employee regularly: works outdoors, exposed to sun, temperatures above 80 degrees, and other weather conditions; travels in District vehicle; exposed to hazardous materials. Employee frequently: gets part of body and/or clothing wet; works in or around areas with major amounts of dust and common allergy-causing agents. Employee occasionally: works on slippery surfaces; works in confined or cramped positions; exposed to unusually loud sounds. Some work done more than 12 feet above ground. Potential electrical shock exposure.

I have reviewed this Job Description with my Supervisor and agree with its contents.

______________________________________________________________________
Employee Signature                                           Date

______________________________________________________________________
Supervisor Signature                                        Date

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.