



CLASSIFICATION SPECIFICATION

WATER PRODUCTION OPERATOR I

DEFINITION:

Under close to general supervision, performs entry level unskilled and semi-skilled work in the activities of the Water Production Department including the operation and maintenance of valves, pumps, wells, hydrants, booster stations and reservoirs, and related equipment; performs regulatory water sampling and chlorination to ensure clean potable water for customers; performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS:

This is the entry level class for the performance of skilled water production, operation and maintenance work. Incumbents learn to perform the full range of duties under close supervision within established guidelines. Upon attainment of required higher level certifications, and demonstration of journey level knowledge, skills, and abilities, employees in this class may be considered for promotion to Water Production Operator II.

SUPERVISION RECEIVED/EXERCISED:

Receives close to general supervision from the Water Production Supervisor.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

*Class specifications are only intended to present a description summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not** include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of the incumbents within the class.*

- Performs entry level unskilled and semi-skilled work in the basic operations and maintenance of valves, pumps, wells, hydrants, booster stations, and reservoirs.
- Performs valve and hydrant maintenance work; performs tests as needed; performs daily service, repair and inspections.
- Inspects, services, and maintains electrical, radio, telemetry, hydraulic and mechanical systems.
- Learns to monitor and operate the telemetry system to achieve optimum performance of the wells, booster stations and reservoirs.
- Monitors, operates and maintains the automatic chlorinators and performs water quality sampling to ensure safe, clean and potable water for customers.
- Performs light maintenance work on district facilities and landscaping or weed abatement.

- Maintains and updates records of production work performed in the field.
- Performs emergency repair work, as required.
- Performs customer service work relative to water pressure and water quality.
- Assists in maintaining and updating a variety of records for telemetry systems, pumps, wells, booster stations and reservoirs.
- Establishes positive working relationships with representatives of community organizations, state/ local agencies, District staff, and the general public.
- Assumes responsibility for ensuring the duties of the position are performed in a safe, efficient manner.
- Works weekends, evenings and holidays as required to accommodate the District's needs, in addition to responding as a Disaster Emergency Service Worker; serve "on-call" or "stand-by" on a regular basis.
- Performs other related duties as assigned.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

The essential functions of this position may require the employee to perform the following physical activities. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

- Field environment.
- Must be able to carry, push, pull, reach, and lift equipment and parts weighing up to 50 pounds; stoop, kneel, crouch, crawl, and climb during plant maintenance and repair work.
- Work in an environment with exposure to dust, dirt, hazardous materials, and significant temperature changes between cold and heat; stand and walk for extended time periods.
- Stand, walk and sit for extended time periods; able to carry, push, pull, reach and lift objects of light to medium weight; hearing and vision within normal ranges.
- Communicate orally with District management, co-workers, and the public in face-to-face, one-to-one and group settings; regularly use a telephone and two-way radio for communication.
- Read and interpret data, information and documents; analyze and solve routine problems; use math/mathematical reasoning; perform detailed work under changing deadlines, on multiple concurrent tasks; and interact with all levels of District management, employees, the public and others encountered in the course of work.
- Operate office equipment including use of computer and keyboard; work at a desk and computer for limited time periods; look at computer monitor for limited time periods.

- Travel by vehicle while conducting company business.

QUALIFICATIONS: *The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and/or experience which would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be graduation from high school or equivalent and one (1) year of experience in the operation and maintenance of water supply and treatment facilities.

License/Certificate:

Possession of a valid Class C California driver's license and satisfactory driving record.

Possession of or ability to obtain a Grade I Water Treatment certificate issued by the California State Water Resources Control Board within eighteen (18) months of appointment date.

Possession of or ability to obtain a Grade I Water Distribution certificate issued by the California State Water Resources Control Board within eighteen (18) months of appointment date.

KNOWLEDGE/SKILLS/ABILITIES: *(The following are a representative sample of the KSA's necessary to perform essential duties of the position.)*

Knowledge of:

- Materials and equipment used in water system production, maintenance, and repair.
- Equipment, materials, and tool used in the operation of motors, pumps, compressors, electrical panels, automatic controls, valves, timers, and other control equipment.
- Equipment inspection, maintenance and repair.
- Water treatment and water sampling techniques.
- Laws, regulations, and ordinances applicable to water distribution systems and safe work practices related to water production and maintenance work.
- District policies and procedures regarding customer service and relations.
- Mathematical principles related to the computation of flows and volumes in water storage and distribution systems.
- Principles of work safety.
- Methods of collecting and preserving domestic water samples.

Ability to:

- Operate and maintain valves, pumps, wells, hydrants, booster stations, reservoirs, and related equipment.
- Perform water treatment and water sampling activities and ensure regulatory compliance.
- Understand and apply laws, codes, regulations, policies and procedures.
- Read and interpret plans, specifications, and drawings.

- Maintain accurate records.
- Understand and follow oral and written directions.
- Provide excellent customer service and resolve public concerns and complaints.
- Skillfully and safely operate a motor vehicle and heavy equipment when required in the course of performing work duties.
- Exercise independent judgment and initiative within established guidelines.
- Establish and maintain excellent working relationships with community organizations, District staff, and the general public.
- Operate a computer and related software at a basic level.

STATUS: Non-Exempt

Revised: February 18, 2016