



WATER PRODUCTION OPERATOR I/II

DEFINITION

Under immediate (Water Production Operator I) or general (Water Production Operator II) supervision, performs a wide variety of skilled tasks involved in the operation and maintenance of valves, pumps, wells, hydrants, booster stations, reservoirs, and related equipment; participates in regulatory water sampling and chlorination to ensure clean potable water for customers; performs general maintenance work at plant facilities; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate (Water Production Operator I) to general (Water Production Operator II) supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

Water Production Operator I: This is the entry level classification in the Water Production Operator series. Initially under close supervision, incumbents learn and perform more routine water treatment, transmission, and distribution duties. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Within the scope and authority of their mandated certification, positions at this level perform some of the duties required of the positions at the Water Production Operator II level but are not expected to function at the same skill level and exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Water Production Operator II: This is the fully qualified journey level classification in the Water Production Operator series. Positions at this level are distinguished from the Water Production Operator I level by the performance of higher-level operating duties as assigned, working independently, and exercising judgment and initiative within the scope and authority of mandated certification. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

Positions in the Water Production Operator class series are flexibly staffed; positions at the Water Production Operator II level are normally filled by advancement from the Water Production Operator I level; progression to the Water Production Operator II level is dependent on (i) management affirmation that the position is performing the full range of duties assigned to the classification; (ii) satisfactory work performance; (iii) the incumbent meeting the minimum qualifications for the classification including any licenses and certifications; and (iv) management approval for progression to the Water Production Operator II level.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

Positions at the Water Production Operator I level may perform some of these duties and responsibilities in a learning capacity.

- Performs skilled work in the operation and maintenance of valves, pumps, wells, hydrants, booster

stations, and reservoirs; monitors and operates the telemetry system to achieve optimum performance of the wells, 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.
- Monitors, operates, and maintains 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.
- Performs emergency repair work, as required.
- Assists in ensuring adequate inventory of parts and supplies.
- Performs customer service work relative to water pressure and water quality.
- Maintains and updates records of production work performed in the field; assists in maintaining and updating a variety of records for telemetry systems, pumps, wells, booster stations, and reservoirs.
- Maintains a variety of records, logbook entries, and reports.
- Coordinates work with outside agencies, including other municipalities.
- Observes and complies with District and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Positions at the Water Production Operator I level may exercise some of these knowledge and abilities statements in a learning capacity.

Knowledge of:

- Operational principles, practices, methods, functions, and servicing requirements of the equipment of a potable water treatment plant and distribution facilities.
- Operational principles of pumps, valves, electric motors, and electronic, computerized, and manual control systems.
- Supervisory control and data acquisition systems (SCADA).
- Current practices and procedures in chemical, bacteriological, and biological analysis, and water chemistry analysis.
- Recordkeeping principles and procedures.
- Applicable federal, state, and local laws, rules, regulations, ordinances, and organizational policies and procedures regarding the production, treatment, storage, and transmission of potable water, including the Safe Drinking Act and relevant EPA regulations.
- District and mandated safety rules, regulations, and protocols, including confined space entry and fall protection techniques.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Operate and maintain all aspects of the District's water production system and related facilities and equipment.
- Operate a wide variety of pumping, treatment, control, and transmission equipment, including digital control (SCADA) equipment.
- Analyze and troubleshoot system and equipment failures.
- Accurately read meters, gauges, valve books, blueprints, and schematic drawings.
- Operate and maintain a variety of equipment including a forklift, as well as power and hand tools.
- Make accurate mathematic computations.
- Establish and maintain accurate logs, records, and basic written records of work performed.
- Prepare clear and concise records and reports.
- Understand, interpret, apply, explain, and ensure compliance with applicable federal, state, and local laws, regulations, policies and procedures, and departmental policies governing the operation of a potable water treatment and distribution system.
- Understand and follow oral and written instructions.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

- Water Production Operator I/II: Possession of a high school diploma or G.E.D. required, supplemented by college level coursework in water science or a related field.

Experience:

- Water Production Operator I: One (1) year of experience working in water distribution and/or treatment plant operations involving potable water production, treatment, storage, and transmission, or a related field.
- Water Production Operator II: Two (2) years of increasingly responsible water distribution experience.

Licenses and Certifications:

- Water Production Operator I/II: Possession of a valid California Driver's License, to be maintained throughout employment.
- Water Production Operator I:
 - Possession of a valid Grade I (D-1) Water Distribution Operator's Certificate upon appointment, to be maintained throughout employment.
 - Possession of a valid Grade I (T-1) Water Treatment Operator's Certificate upon appointment, to be maintained throughout employment.

➤ Water Production Operator II:

- Possession of a valid Grade II (D-2) Water Distribution Operator's Certificate upon appointment, to be maintained throughout employment.
- Possession of a valid Grade I (T-1) Water Treatment Operator's Certificate upon appointment, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp, and make repetitive hand movement in the performance of daily duties; possible entry into confined spaces and the use of confined entry equipment, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various District sites; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.