



Job Title: **Water Production Operator I/II**
Department: **Department of Utilities**
Date: February 14, 2022
 Non-Exempt
FLSA Exemption: N/A
Job Reports To: Water Utilities Superintendent
Pay Grade: 11 and 13 Respectively
 Full Time

Job Description

Summary/Objective:

Water Production Operator I intermediate level position which performs under close or general supervision. Operates, maintains, installs services and performs operational repairs to facilities and equipment used in the storage, treatment and distribution of potable water, reclaimed water and waste water (and all appurtenances); follows a prescribed routine in reading and recording water meter readings; and performs other related duties as assigned.

Water Production Operator II advanced level position which performs similar duties to the I classification, but under limited supervision. Performs a full range of assigned duties with a significant degree of independence and sound judgment with regard to appropriate and safe procedures and practices. Operates, maintains, installs services and performs operational repairs to facilities and equipment used in the storage, treatment and distribution of potable water reclaimed water and waste water (and all appurtenances); follows a prescribed routine in reading and recording water meter readings; and performs other related duties as assigned.

Essential Job Functions The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the following essential functions:

1. Reads residential, commercial and industrial meters on assigned routes & locates meters; records readings; makes repairs to and reports all damaged and inoperable meters, turns water service off/on as assigned; records and notifies supervisor of any unauthorized water consumption.
2. Answers questions/informs customers in matters dealing with dig alerts, observed leaks, service problems and general information in a professional manner that enhances customer relations; refers customers to department or individual as appropriate.
3. Keeps accurate records of work orders, readings, and other data collected in conformance with department procedures; using MS Suite and other City programs.

4. Maintains various manual and computerized records and files regarding water production, storage, quality of water, and pump schedules as directed.
5. Operates or assists in the operation of all water pumping equipment; monitors and maintains, or assists in the monitoring and maintenance, of all pumps, wells and reservoirs; repairs, or helps in the repair of, well and reservoir sensors or telemetry.
6. Performs or assists with preventative maintenance on pumps, pump motor equipment, motors and related production equipment, storage and distribution equipment and facilities, and all appurtenances related to the upkeep of those facilities; performs or assists with the flushing of the distribution system and the exercising of valves.
7. Adjusts reservoirs to ensure adequate supply of domestic water; maintains reservoir facilities and grounds; adjusts and maintains chlorinators; maintains chlorine equipment in good working order; orders chlorine; follows all chlorine safety regulations; conducts field testing utilizing portable testing equipment; collects samples for bacteriological, and all other testing related to drinking water regulations.
8. Performs or assists in the preventative maintenance and repair of all potable water mains and service laterals, and cleaning and preventative maintenance of all waste water mains and pumping stations as directed.
9. Performs or assists in excavation and repair, of all trenches related to water or waste water transmission and distribution lines, as well as manholes and lift-stations.
10. Troubleshoots, repairs, and performs maintenance of equipment including electric motors, filters, meters, chlorine pumps, vehicles/heavy equipment, on site standby power systems (diesel and portable) generators, refueling, flow meters, controllers, transducers, telemetry systems, and cooling equipment.
11. Receives chemical shipments, records inventory and inspects shipments received for standards compliance. Follows established regulations, guidelines, policies and procedures in the handling and transporting of hazardous materials.
12. Operates City trucks and heavy equipment including vacuum trucks, skip loaders, backhoes, and trenchers. Operates City equipment including compressors, generators, tapping machines, concrete saws, valve machines, jackhammers, pipe cutters, welders, paint sprayers, herbicide spray rigs, flow meters, and a wide variety of other hand, hydraulic and power equipment; checks condition of equipment; cleans and maintains tools and equipment used in the field and shops.
13. Operates equipment to locate, analyze and troubleshoot leaks.
14. Operates SCADA (Supervisory Control and Data Acquisition) Systems.
15. Answers emergency calls from the public and other agencies, taking appropriate emergency response such as placing barricades, repairing leaks, shutting off main lines and correcting problems with the pumps and reservoir.
16. Follows the appropriate traffic control procedures and other safety manual instructions.
17. Assists other Public Utilities Divisions as needed including water support, wastewater, weed abatement, painting, facilities work, setting up signage, assists with cross training

of department staff, delegates to on-call staff and assists with aspects regarding water treatment.

Other Job Related Duties Performs related duties or responsibilities as assigned.

May require 24-hour a day emergency call back with little or no notice and required to carry a cell phone as directed. Must respond in a timely manner to all phone calls. Required to work an on-call rotating schedule, including weekends and holidays and subject to 24-hour emergency call outs. Employees repeatedly refusing to serve on-call or report for emergencies, shall be subject to disciplinary action.

Conformance Statement

In the performance of respective tasks and duties all employees are expected to conform to the following:

- Perform quality work within deadlines with or without direct supervision.
- Interact professionally with other employees, residents, suppliers and elected officials.
- Work cooperatively and effectively as a team contributor on all assignments.
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.
- Maintain the highest level of ethical behavior in all matters.

Competencies

1. Ethical Conduct.
2. Time Management.
3. Organization Skills.
4. Conflict Resolution
5. Project Management.
6. Personal Effectiveness/Credibility.

Qualification Guidelines

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

Education High school diploma or equivalent.

Experience

WPO I: Three years (3) experience in the maintenance of wells, treatment plants, water services, mains, meters, valves, hydrants and related fields.

WPO II: Five years (5) experience in the maintenance of wells, treatment plants, water services, mains, meters, valves, hydrants or related fields.

Desirable One (1) years of experience in a lead or supervisory capacity. Two (2) years of experience setting up, organizing and directing traffic control. Specialized college coursework or training in Water Production system repair, maintenance and operation. Experience filing City and State reporting regulations.

License / Certificate (Required to possess at hire or within 6 months of employment)

WPO I/II: Possession of a Water Treatment Operator Grade 1 certificate from the California Department of Public Health.

WPO I: Possession of a Water Distribution Grade 2 certificate from the California Department of Public Health.

WPO II: Possession of a Water Distribution Grade 3 certificate from the California Department of Public Health.

WPO I/II: Must possess a Class "B" Commercial California Driver 's License with Tanker Endorsement. Applicant must provide a printout of driving record for the past 6 months from the Department of Motor Vehicles and attach to their job application.

Failure to obtain license or certificate within allotted time frame may result in disciplinary action that may include salary freeze, promotional freeze, demotion, suspension or termination without administrative or judicial appeal.

Current employees shall continue to be required to have previous certification requirements for their existing job.

Condition of Employment

Must possess and maintain a valid California Driver's License and maintain a clean driving record for insurability through the City of San Jacinto. Failure to maintain license/insurability will result in disciplinary procedures including suspension without pay, demotion and/or termination without Administrative or Judicial appeal.

Pre-Employment

All employment offers are contingent upon successful completion of a pre-employment physical exam, a criminal background investigation, which includes finger printing and a Department of Transportation pre-employment drug/alcohol test.

Knowledge, Skills & Abilities

Knowledge of:

- Principles, methods and techniques for operating pumps, valves, electric motors, diesel and electric engines, computerized and manual control systems; functions and servicing requirements of the equipment used in the water distribution system; principals, methods practices and techniques utilized in the chemical, bacteriological and biological analysis; Federal and State safe drinking water laws and regulations.
- Use and purpose of general construction and maintenance tools & equipment.
- Operational characteristics, maintenance procedures, functions and servicing requirements of specialized water production equipment, and systems.
- Materials, methods, practices, and equipment used in the maintenance and repair of pumps, motors, sewer lift stations, reservoirs, automatic valves, diesel generator and pipeline systems.
- Occupational hazards and standard safety precautions necessary in maintenance and repair; proper handling of hazardous materials.
- Personal computer and software applications; record keeping and reporting process; basic mathematical principles.
- Traffic laws, ordinances, rules, and safe driving practices involved in truck and heavy equipment operations; proper methods of traffic control and delineation.
- Relevant Federal and State laws and regulations; City policies and procedures.

Ability to:

- Safely operate and maintain equipment, hand and power tools pertaining to water distribution used in the maintenance and repair of water facilities.
- Perform duties in the operation, construction, maintenance and repair of specialized sewer lift stations, and water distribution systems.
- Accurately read, interpret and apply technical information from meters, gauges, valve books, manuals, drawings, specifications, layouts, blueprints and schematic drawings.
- Operate a variety of pumping, treatment, control and transmission equipment and machinery, including digital control equipment.
- Work independently, exercise sound judgment, identify and solve problems performing assignments.
- Follow safety practices and procedures; lift up to 60 lbs.
- Operate chlorine leak detector, gas detector and ventilation equipment in accordance with safety guidelines.

- Estimate material and labor needs; make accurate mathematical calculations, including metrics.
- Provide phone or electronic communication as necessary for the job; respond to emergencies 24-hours a day.

Skill to:

- Operate a wide variety of equipment and tools used in water production, treatment, storage and distribution for safe and effective maintenance and repair.
- Select and maintain machinery and equipment used in the areas of work.
- Identify water production system maintenance needs and take corrective actions as needed.
- Independently perform difficult maintenance and repair duties in area assigned.
- Regularly use written and oral communication skills to follow instructions or directives; read and interpret data to analyze and solve problems; use math and mathematical reasoning, observe and interpret situations; understand and communicate clearly and concisely; learn and apply new information.
- Establish and foster positive and harmonious working relationships with those contacted during work; act effectively under stressful or emergency situations.
- Exercise good judgment, common sense, flexibility, creativity and sensitivity in response to changing situations and needs.

Work Authorization/Security Clearance

Must complete post-offer/pre-employment Department of Justice finger printing and background screening. Work authorization as required by the U.S. Citizenship and Immigration Services is mandatory within three business days of hire.

Disaster Service Worker Requirements

Under California Government Code Sections 3100 - 3109, public employees are designated as disaster service workers. The term "public employees" includes all persons employed by the state/county/city agency or public district. Disaster service workers are required to participate in such disaster service activities as may be assigned to them by their employer or by law.

Pre-Employment

All employment offers are contingent upon successful completion of a pre-employment physical exam, a criminal background investigation, which includes finger printing and a pre-employment physical and drug/alcohol test.

Working Conditions, Mental and Physical Demands

The physical demands herein 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 these essential job functions.*

Work Environment

Frequently works in extreme outside weather conditions, in or near road traffic; near moving mechanical parts and in high places. The employee is frequently exposed to wet and/or humid conditions. The noise level is frequently loud. Required to work an on-call rotating schedule, including weekends and holidays and is subject to 24-hour emergency call out.

Physical Demands (*Essential duties require the following physical skills and work environment*)

Ability to talk, hear, sit, stand, walk, balance, kneel, crouch, stoop, squat, crawl, twist, climb and frequently push, pull or lift up to 60 lbs. and occasionally push, pull or lift up to 90 lbs; use hands and fingers to handle, feel or operate objects, tools or controls and reach with hands and arms; vision abilities for close/distance vision, distinguish color, peripheral vision, depth perception and the ability to adjust focus; ability to wear protective apparel; exposure to heat, noise, outdoors, vibration, non-permitted confining work space, hazardous chemicals, explosive materials, mechanical hazards, electrical hazards and traffic hazards; ability to travel to different sites and locations. Occupational hazards and standard safety precautions necessary in Public Utilities maintenance and repair.

Essential Mental Functions

Regularly required to use written and oral communication skills; read and interpret data; analyze and solve problems; use math and mathematical reasoning, observe and interpret situations; learn and apply new information or new skills, interact with City staff and irate citizens.

Supervisory Responsibility

Assist the Water Utilities Superintendent in oversight and training of assigned staff, ensuring compliance with Federal and State regulations. Has authority to halt construction work if deemed unsafe or out of compliance, contacting Water Utilities Superintendent or Chief of Public Utilities for further direction.

This position requires a Production Operator II (or Production Operator I in their absence) to assume temporary responsibilities as the Chief Operator of the Water System when the certified Chief Operator is not available to serve in that capacity. This is required per the State Water Resources Control Board (SWRCB).

Expected Hours of Work/Work Schedule

Monday – Thursday 6:30 AM – 5:00 PM (4x10 work week). Occasional evening and weekend work may be required as job duties demand. On-call rotational status required. May require 24-hour emergency call back with little or no advance notice.

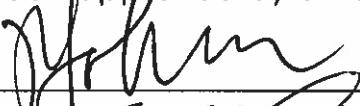
Travel

Regular, local travel is expected for this position. In addition, out of town travel for conferences, workshops, and various training opportunities is likely.

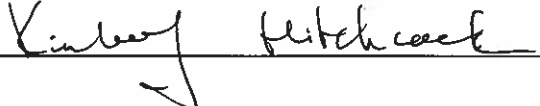
Disclaimers and Approval

The disclaimer informs the employee that the job description is not a contract between the employee and the employer, that the employer may change the job description or that the employer may request the employee to perform additional duties.

This job description has been approved by all levels of management:

City Manager  Date 2/15/2022

Chief of Public Utilities  Date 2/16/22

HR  Date 2/15/2022

Disclaimers and Approval

This job description is not a contract between the employee and the employer. The employer may change the job description at any time and the employer may request the employee to perform additional duties.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____