

WATER PRODUCTION OPERATOR

Definition:

Under general supervision operates pumping plant facilities and equipment to regulate the flow of water between reservoirs; operates water disinfecting and treatment equipment and performs related work as required.

Essential Duties and Responsibilities:

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent include the following:

- Monitors the water system and checks water levels in reservoirs.

- Operates pumping stations, including the starting and stopping of booster and well pumps.

- Operates pumps to regulate the flow of water between reservoir systems.

- Operates a personal computer and the Supervisory Control and Data Acquisition (SCADA) system computer.

- Maintains and adjusts water disinfecting and treatment equipment.

- Checks bearings and motors and cleans, greases and oils equipment.

- Cleans pump plant buildings.

- Maintains grounds around pumping stations and cleans tools and equipment used.

- Records readings of mainline meters, flow meters and well minute meters.

- Keeps daily and other records, prepares related reports and reports unusual circumstances to lead worker or supervisor.

- Lifts and moves objects weighing up to 75 pounds.

- Drives a vehicle on City business.

- Responds to customer inquires and concerns.

Directs a small crew and trains staff as needed.

Other Duties and Responsibilities:

Performs other projects/tasks as assigned.

Class Characteristics:

Water Production Operator is a multi-incumbent class in the Maintenance Services Department with duties relating to the operation and control of the water system. Water Production Operators perform their duties with a minimum of direction/supervision.

Contacts and Relationships:

A Water Production Operator has the majority of their interaction with other Maintenance Services Department staff, although contact with other City employees and the public will occur during the course of certain work assignments.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this class are as follows:

Knowledge of:

Safety precautions and practices necessary when working with specialized equipment applicable to the area assigned.

Methods, materials, tools and equipment used in the operation and maintenance of water treatment, production, distribution and storage facilities.

Accepted procedures necessary when dealing with chemicals applicable to water disinfecting and treatment.

Basic math.

AND

Ability to:

Operate job related equipment and lift and move heavy objects safely.

Understand and carry out written instructions independently.

Communicate effectively orally and in writing.

Read and write at the level required for successful job performance.

Use a computer and applicable software.

Learn to use the SCADA system.

Exercise independent judgment.

Establish and maintain effective relationships with those contacted in the course of work.

Write reports, record data and transfer data from one form to another.

A typical way to obtain the knowledge and abilities is as follows:

Education:

Graduation from high school supplemented by additional course work in water utility science.

AND

Experience:

Two years of increasingly responsible experience performing Senior Maintenance Worker level duties within a water division of a municipality or a utility.

Special Requirements:

Valid and appropriate California Drivers License and acceptable driving record at time of appointment and throughout employment in this position.

Valid and appropriate Water Treatment and/or Distribution Operator Certificates, depending on area assigned, at time of appointment and throughout employment in this position.

Must be able to work a flexible schedule to accommodate City needs, including shift work emergency call back, overtime, weekend and holiday work.

Certain positions or assignments may require the possession of or the ability to acquire a specialized motor vehicle operator's license.

Physical Tasks and Working Conditions Include the Following:

Work is performed indoors and outdoors. When work is performed outdoors there is full exposure to the elements. An incumbent drives a vehicle on City business, uses a variety of hand and power tools and perform physical labor for extended periods of time requiring physical strength and endurance. Incumbents may work under damp conditions and grasp, crouch, sit, stand, walk on slippery and/or uneven surfaces, bend, kneel, pull, reach, push, twist, climb ladders and sloping surfaces and grasp, drag and carry items weighing 75 pounds or less, Incumbents may be exposed to chemicals, solvents, dust, grease/oil, fumes, electrical and mechanical hazards, vehicular traffic, vibration and noise. Incumbents must be able to meet the physical requirements of the class and have mobility, vision, hearing, taste/smell and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Non-exempt.

Revised April 2003

Revised July 2001