

CITY OF HUGHSON

WATER DISTRIBUTION/TREATMENT SYSTEM OPERATOR I/II

*Class specifications are only intended to present a descriptive 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 incumbents within the position.*

DEFINITION:

Under general direction, performs skilled and semi-skilled labor in the full range of assigned duties related to the City's water distribution and treatment systems. This may include construction, operation, reporting, maintenance, meter reading and repair. Incumbents serve as a technical resource in the Utilities Division and performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

Water Distribution/Treatment System Operator I

The **Water Distribution/Treatment System Operator I** is an entry level class responsible for a variety of operations and maintenance of the water distribution and treatment system, and incumbents are expected to perform the full scope of assigned duties. This classification is alternatively staffed with a Distribution/Treatment System Operator II and incumbents may advance to a higher level after gaining experience, obtaining required certification's and demonstrating a level of proficiency that meets the qualifications of the higher-level class.

Water Distribution/Treatment System Operator II

The **Water Distribution/Treatment System Operator II** is the journey level class expected to perform the full range of water system activities and related support duties with minimum supervision. Incumbent is responsible for the performance of the division's complex and difficult assignments and may provide training to entry level staff. This classification is distinguished from the next higher classification of Senior Water Distribution/Treatment System Operator in that the latter is responsible for division supervision and performance of the divisions most complex tasks.

SUPERVISION RECEIVED/EXERCISED:

Water Distribution/Treatment System Operator I

Receives direct supervision from higher classifications and general supervision from the Utilities Superintendent. Incumbents in this position do not routinely exercise supervision.

Water Distribution/Treatment Operator II

Receives direct supervision from higher classification and general direction from the

Utilities Superintendent. Exercises technical and functional supervision over lower classification in this series.

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

- Maintains proper operation of well sites and distribution system including cross connection control; maintains complete records of the water system infrastructure; ensures system compliance with all Department of Health Services permits, rules, and regulations; Maintains preventative maintenance program.
- Lay and fit pipelines, make water taps, install water services, fire hydrants, blow-offs, valves, meters, vaults, boxes, exercise valves, locate and mark services and mains for Underground Service Alert.
- Flush water mains, and service to maintain potable water, respond to emergencies, repair and restore system operation, tactfully respond to consumer complaints, prepare consumer confidence report, collect meter readings, collect water samples and ensure proper sampling and reporting.
- Read and update water distribution maps and as-built plans, identify and locate service and main leaks, operate pipe locaters and gas sensing equipment, excavate trenches and install shoring, backfill trenches with proper material and achieve correct compaction, operate construction equipment and power tools such as dump trucks, front-end loaders, tampers, tap machines, pavement saw, cutting torch and welder.
- Install traffic controls, barricades, signs, cones, and flags to safely direct traffic. Utilize proper safety precautions related to all utility work performed.
- Make daily rounds of the plant performing a variety of duties pertaining to water treatment and plant maintenance
- Regularly monitor Arsenic treatment plant functions through reading gauges, graphs, meters, and control panels; perform and evaluate physical/chemical tests. Adjust plant operations, using a computer, to adjust the changing processing needs; mix and add chemicals as needed to maintain appropriate water quality.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. Acute hearing is required when providing phone and personal service. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near

and far vision in reading written reports and work-related documents. Additionally, may need to lift, drag and push tools, supplies and other equipment weighing up to 50 pounds as required. The incumbent may be required to respond to after hours emergency call-outs.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

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

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a Water Distribution/Treatment System Operator I/II. A typical way of obtaining the required qualifications is to possess the equivalent of:

Distribution/Treatment Operator I

One year of experience performing general water system operations and maintenance duties. Work experience with a municipal or private water utility is highly desirable.

Distribution/Treatment Operator II

Three years of experience performing technical water system distribution and treatment duties, one year of which must have been while in possession of a Water Distribution and Water Treatment 2 Certificate. Work experience with a municipal or private water utility is highly desirable.

And equivalent education to a high school diploma.

License/Certificate:

Distribution/Treatment Operator I

- Possession of an appropriate, valid California driver's license Class C.
- Possession of a Water Distribution 1 Certificate from the California State Water Resources Control Board.
- Possession of a Water Treatment 1 Certificate from the California State Water Resources Control Board within one year of employment.

Distribution/Treatment Operator II

- Possession of an appropriate, valid California driver's license Class C.
- Possession of a Water Distribution 2 Certificate from the California State Water Resources Control Board.
- Possession of a Water Treatment 2 Certificate from the California

California State Water Resources Control Board.

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

Knowledge of:

Water distribution and treatment systems maintenance and construction; water utility systems, services, hydrants, meters and valves; materials, tools, meters, fittings and methods of construction and maintenance of water services; pipe laying and fitting; basic principles of mathematics; methods and procedures used in monitoring systems, practices for collection of water samples, disinfection (chlorination) rules and regulations, applicable Federal, State and local laws, codes and regulations, including OSHA, DHS, and traffic control; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office practices, methods and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Perform skilled and semi-skilled operation and maintenance, construction, and repair work as assigned, properly handle contaminated materials and equipment, identify potential problems, recommend corrective actions, work in confined spaces, read and interpret engineering drawings, work safely in deep trenches and follow all safety requirements, disassemble water meters, pipes and fittings, clean, repair and disinfect parts, perform heavy manual labor including but not limited to lifting and carrying 50 pounds of weight, climbing, bending and stooping, Clearly understand and follow oral and written instructions, be able to clearly communicate both orally and in written form, establish and maintain cooperative relationships with those contacted during the course of work.

Skill to:

Operate an office computer and a variety of word processing and spreadsheet related software; safely and effectively operate a variety of equipment, tools and vehicles used in construction, maintenance and repair activities; read, monitor and effectively report issues on a SCADA system.