

WATER PRODUCTION OPERATOR I/II/III

DEFINITION

Under immediate supervision (Water Production Operator I), general supervision (Water Production Operator II), or direction (Water Production Operator III), performs a variety of duties in the operation, construction, inspection, maintenance, and repair of water reservoirs, booster stations, ground water wells, surface and groundwater treatment plants, and water distribution systems for domestic, agricultural, and reclaimed water; provides general assistance to the Water Production Superintendent; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

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

CLASS CHARACTERISTICS

Water Production Operator I: This is the entry-level classification in the Water Production Operator class series. Initially under close supervision, incumbents learn and perform routine operation, maintenance, repair, monitoring, and servicing of the District's domestic production facilities, agricultural pumping and storage facilities, and reclaimed water storage and pumping facilities, and treatment plants. 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. Positions at this level usually perform most of the duties required of the positions at the II level but are not expected to function at the same skill level and typically 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 class series. Positions at this level are distinguished from the I level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. 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.

Water Production Operator III: This is the advanced-level classification in the Water Production Operator class series. Incumbents work under direction and exercise a high level of discretion and independent judgment. Incumbents serve as "Shift Operator" as defined in California code and is in direct charge of the operation of the treatment plant for assigned shift.

Positions in the Water Production Operator I/II/III class series are flexibly staffed; positions at the II-level and III-level are normally filled by advancement from the I-level and II-level, respectively. Progression to the II-level and III-level is dependent on satisfactory work performance (an overall rating of "exceeds standards" or higher on most recent annual performance evaluation is required), the incumbent meeting the minimum qualifications for the

classification including any licenses and certifications, and management approval for progression to the II-level and III-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 that qualified employees can perform the typical functions of the job.

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

- Troubleshoots, repairs, and maintains wells, reservoirs, booster pump stations, and water treatment equipment and systems; operates, tests, maintains, and repairs pumps and pumping equipment, including liquid level controls, chlorinating equipment, motors, and valves.
- Regulates water flow and supply by monitoring various instruments, analyzers, charts, gauges, chemical feeders, pumps, and general mechanical equipment; troubleshoots issues and problems with instruments.
- Prepares daily production and delivery reports in the field and on the District's computer network; starts and stops water deliveries as scheduled.
- Operates and maintains surface water and groundwater treatment plant and related facilities using supervisory data acquisition and control (SCADA) system.
- Monitors water quality by calculating and adjusting chemical dosages based on test results, plant flows, and plant performance and in compliance with water quality standards and regulatory requirements; ensures proper chlorine residual throughout the water system and documents status.
- Maintains and operates disinfecting equipment and makes chemical adjustments as needed; calibrates field chemical analyzer and water treatment plant equipment as needed.
- Collects samples from various locations in the plant and related facilities; uses handheld analyzers to perform field tests of water quality; performs routine chemical and bacteriological tests on processed water and unprocessed lake water; records test results.
- Monitors, inspects, and ensures safe plant conditions and working environment and the security of water treatment plant facilities; monitors for maintenance and repair needs and troubleshoots issues; notifies supervisor or submits work orders as needed.
- Performs preventative maintenance on and cleans water treatment plant facilities, pump houses, and remote stations and surrounding areas.
- Compiles data and maintains records for governmental regulatory monthly and quarterly reports for both water quality and safety issues.
- Operates a truck, light construction equipment, and hand and power tools used in water system construction and maintenance work.
- Maintains daily records and files associated with well, booster station and treatment plant operation, as well as equipment records, including equipment run time, vehicle and generator gasoline records, production reads, chemical usage, laboratory tests and schedule of tasks needed to be performed for system maintenance.
- Operates a computer for production system remote monitoring and control; uses software to create and maintain a variety of records and report and maintain operating logs and records.
- Maintains an inventory of parts, tools, materials, and equipment; requisitions parts, tools, materials, and equipment as needed.
- Reads, understands, and ensures compliance with the District Safety Manual; attends safety meetings, as required; reports all accidents, violations, or infractions to supervisor.
- Responds to inquiries from other departments, customers, outside agencies, contractors, and inspectors regarding operational issues; provides information within area of assignment.

- Responds to water quality and emergency call out situations as necessary and performs standby duty as assigned.
- Performs related duties as assigned.

In addition to the above, Water Production Operator III:

- Makes operational and process decisions and changes impacting water supply or quality.
- Provides assistance, guidance, and training to less experienced water production staff.

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 characteristics of water production systems.
- Operating and maintenance characteristics of various flow control and pressure valves.
- Water quality sampling and testing principles and practices.
- Materials, methods, techniques, and terminology used in operation, maintenance, and repair of mechanical and electrical equipment and systems related to the District's water production facilities.
- Principles and practices used in the maintenance and repair of electrical and electronic equipment and systems including control systems, SCADA systems, instrumentation, and electric motors.
- Hydraulic principles.
- Methods and techniques of performing diagnostic troubleshooting services.
- Methods and techniques utilized in construction and fabrication work.
- Principles and procedures of record keeping.
- Mathematical principles.
- 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:

- Perform a variety of duties involved in the operation, maintenance, and repair of water production facilities and related equipment.
- Monitor and adjust plant processes to maintain water quality standards.
- Test water for water quality standards and make chemical dosing adjustments.
- Create, utilize, and interpret spreadsheets and maintain and update accurate records.
- Handle hazardous chemicals in a safe manner.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies, and procedures, and standards relevant to work performed.
- Set up, calibrate, troubleshoot, and maintain sampling and testing equipment.
- Organize work, set priorities, meet critical deadlines and follow-up on assignments.

- Use tact, initiative, prudence and judgment within general policy and procedural guidelines.
- 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:

Equivalent to completion of the twelfth (12th) grade, supplemented by additional coursework or training in wastewater treatment, biology, chemistry, math, or related field.

Experience:

Water Production Operator I:

- Two (2) years of experience in water distribution or wastewater systems maintenance and repair.

Water Production Operator II:

- Three (3) years of experience in water production or distribution systems operations, maintenance, and/or repair, including one (1) year in the operation of a water treatment plant.

Water Production Operator III:

- Four (4) years of experience in water production or distribution systems operations, maintenance, and/or repair, including two (2) years in the operation of a water treatment plant.

Licenses and Certifications:

Water Production Operator I/II/III

- Possession of a valid California Class C driver's license, to be maintained throughout employment.

Water Production Operator I

- Possession of a valid Water Distribution Operator Grade 1 (D1) certificate issued by the California State Water Resources Control Board.
- Possession of a valid Water Treatment Operator Grade 1 (T1) certificate issued by the California State Water Resources Control Board.

Water Production Operator II

- Possession of a valid Water Distribution Operator Grade 2 (D2) certificate issued by the California State Water Resources Control Board.

- Possession of a valid Water Treatment Operator Grade 2 (T2) certificate issued by the California State Water Resources Control Board.

Water Production Operator III

- Possession of a valid Water Distribution Operator Grade 3 (D3) certificate issued by the California State Water Resources Control Board.
- Possession of a valid Water Treatment Operator Grade 3 (T3) certificate issued by the California State Water Resources Control Board.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions 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 the essential job functions.

ENVIRONMENT

Water treatment plant and field environment; exposure to noise, dust, grease, fumes, gases, potentially hazardous chemicals, electrical energy, and inclement weather conditions including wet and/or humid conditions; work around water; work on slippery surfaces; regularly work near moving mechanical parts; and work around moderately loud noise levels; incumbents may be required to work evenings, nights, and weekends.

PHYSICAL

- Level Three
- NIDA
- Pulmonary

Incumbents require sufficient mobility to work in a field environment; walk, stand, and sit for prolonged periods of time; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; push, pull, lift, and/or carry moderate to heavy amounts of weights; operate assigned equipment and vehicles; ability to verbally communicate to exchange information.

VISION

See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

HEARING

Hear in the normal audio range with or without correction.

ADDITIONAL REQUIREMENTS

Employees on standby duty must be able to respond within a forty-five (45) minute time period to the District's Corporate Yard. Employees on-call must be able to communicate by telephone for the duration of the on-call shift.