



JOB DESCRIPTION

POSITION	Water Production Operator I/II	SAFETY SENSITIVE	Yes
SALARY RANGE	Water Production Operator I – 18 Water Production Operator II – 24	ESTABLISHED DATE	09/19/2007
FLSA STATUS	Non-Exempt	REVISION DATE(S)	04/17/2022
HOURS – FT/PT	Full Time		

SUMMARY

Under close to general supervision, performs a variety of semi-skilled and routine assignments related to the installation, repair, overhaul, operation, and monitor water pumps, controls, recording devices, valves, chlorinators, and related parts of the water production system. Ensures the adequate supply and quality of water in the system.

DISTINGUISHING CHARACTERISTICS

This series class specification defines and describes the nature and levels of work performed in the Water Production Operator class series.

Water Production Operator I – This is the entry-level to mid-level position in the Water Production Operator class series. Incumbents perform limited or routine duties under close supervision. At this level, incumbents learn and perform a limited range of the less complex or specialized work tasks, under closer supervision, with less latitude for independent action.

Water Production Operator II - This is the skilled journey-level position in the Water Production Operator class series. Incumbents assigned to this level perform a full range of production and water quality duties under general supervision. Because employee classifications at this level are expected to be fully trained, competent, and perform technical skills, the incumbent is required to possess significant previous work experience in the appropriate field. At this level, incumbents perform the full range of tasks common to the classification series, under less supervision, within established guidelines.

SUPERVISION RECEIVED/EXERCISED

The positions receive close to general supervision from a department head, manager, or supervisor, as assigned. The Water Production Operator II provides training and mentorship to other employees of the District.

EXAMPLES OF DUTIES

*Job Descriptions are only intended to present a description summary of the range of duties and responsibilities associated with specified position. Therefore, job descriptions **may not** include all duties performed by individuals within the position. 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.*

Essential Functions:

- Performs a variety of monitoring, maintenance, installation, testing, and repair on water pumps, controls, recording devices, motors, valves, and chlorinators of the water production system.
- Operate equipment necessary for maintaining water production facilities.
- Work on energized 480 V three-phase-related equipment.
- Collects, tests, and completes documentation on a regular basis pertaining to water quality regulatory requirements.
- Inspects for cross-connection and backflow requirements.
- Operates computer systems related to departmental needs and requirements.
- Complies with the District's Injury and Illness Prevention Program.
- Participates in the District's "on-call" rotation as assigned.
- Responds to call-outs after hours, weekends, and holidays.
- Deals effectively and courteously with customers and the general public responding to complaints and inquiries.
- Performs other duties related to the classification as assigned.
- May perform a wide range of duties related to the water distribution system on a scheduled or emergency basis.

Water Production Operator II – includes all of the above duties in addition to the following:

- Assists in work direction, training, and delegation for entry-level field production staff.
- Perform efficiency tests on water pumps, including measuring capacity total load and horsepower input.
- Calculate dosages; solve complex arithmetic.
- Assesses water quality and makes appropriate adjustments, including the use of chemicals, to assure safety.
- Coordinate work of outside contractors as related to departmental needs and requirements.
- Compile memoranda, data reports, and written correspondence and develops procedures related to departmental needs and requirements.
- Interpret maps and provide direction to complex problems with multiple variables.
- Operates and maintains telemetry control system.
- Maintains and ensures the adequate water supply in reservoirs and the District water system.
- Chlorinates mainlines as directed.
- Estimate necessary equipment and materials to complete work assignments.

MINIMUM QUALIFICATIONS

The following are representative of the qualifications necessary to perform the essential duties of the position.

Any combination of education and experience which would likely provide the necessary knowledge and abilities may be qualifying.

Water Production Operator I

Experience: A typical way to obtain the experience would be to have a minimum of one (1) year of related classwork and/or mechanical, electrical, or hydrology job experience.

Education and/or Training:

- High school diploma or equivalent;
- Continuing education units are required to maintain certifications and are the responsibility of the employee with support from the District;

Certificates, Licenses, Registration:

- Must possess and maintain a State of California-issued Class "C" driver's license.
- Must possess and maintain State Water Resources Control Board (SWRCB) **Grade I** or higher Water Distribution Operator Certificate;
- Must possess or have the ability to obtain within nine (9) months of appointment: (SWRCB) **Grade I** or higher Water Treatment Operator Certificate.

Water Production Operator II

Experience: A typical way to obtain the experience would be to have a minimum of three (3) years of water production experience, preferably with a public utility.

Education and/or Training:

- High school diploma or equivalent;
- Continuing education units are required to maintain certifications and are the responsibility of the employee with support from the District;

Certificates, Licenses, Registration: Must possess and maintain:

- State of California issued Class "C" driver's license.
- State Water Resources Control Board (SWRCB) **Grade II or higher** Water Distribution Operator Certificate.
- State Water Resources Control Board (SWRCB) **Grade I or higher** Water Treatment Operator Certificate.

PERFORMANCE EXPECTATIONS: KNOWLEDGE, SKILLS, AND ABILITIES

The following are representative examples of KSA's necessary to perform the essential duties of the position.

Knowledge of:

- Tools and equipment used in water production operations.
- Mathematical calculations related to pump flows and volumes.
- Basic recordkeeping.
- General computer and mobile device applications.
- Electrical and Mechanical principles.
- Safe work practices.
- Standard utility construction techniques and principles.
- Basic mechanical principles.
- Proper work safety standards.
- Proper customer relations techniques.

Skilled in:

- The operation of equipment and detection of defects in operations.
- Safely operating motor vehicles and power-driven equipment.
- Using computer systems and software packages related to the district's needs.
- Working competently, efficiently, and productively when completing work tasks.

Ability to:

- Follow verbal and written instructions.
- Work with experienced staff and supervisors to learn new skills
- Learn to operate assigned heavy equipment.
- Keep records and prepare clear and concise reports of operations.
- Deal tactfully and courteously with the public.
- Work standby on a rotating basis; and
- Establish and maintain cooperative and respectful working relationships with those contacted in the course of work and work within a team environment.

Water Production Operator II – includes all of the above KSA's in addition to the following:

Knowledge of:

- SCADA and RTU programming and troubleshooting.
- Safe application and handling of chemicals and other hazardous materials.
- State and federal water regulations.
- Blueprint reading and interpretation.
- Geography of the District and location of District facilities.

Skilled in:

- Diagnosing mechanical and electrical malfunctions.
- Leadership and Supervisory Skills.

Ability to:

- Check the operation of equipment and detect defects in operations.
- Calculate complex mathematical computations related to pump flows and volumes.
- Interpret and apply relevant district policies and procedures.
- Interpret and apply laws, rules, and regulations.
- Coordinate and train other staff.
- Operate assigned heavy equipment.
- Compile job reports, summary reports, and memorandum as directed.
- Use independent judgment and exercise initiative in daily work activities.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: Subject to reasonable accommodation in accordance with the requirements of the Americans with Disabilities Act (ADA) and the California Fair Employment and Housing Act (FEHA), possess the ability to lift, push, pull, and/or carry objects greater than 100 lbs. on a regular basis. Ability to bend, twist, turn, reach, stoop, kneel, crouch, crawl, and climb routinely, as well as perform repetitive motion tasks on a regular basis. Ability to stand and walk for extended time periods, often on uneven terrain. Ability to sit for extended time periods and use office equipment such as computer terminals, copy and fax machines on a regular basis. Requires normal range hearing and vision.

Work Environment:

- **Outside:** Duties of this position require regular work in an outdoor environment that may experience extremes in weather and temperature conditions, work and traverse on uneven ground while carrying equipment.
- **Driving:** Duties require the operation of District vehicles and heavy to light equipment on a regular basis.
- **Inside:** The administrative duties of this position are primarily conducted indoors, in an office or shop setting.
- **Fumes/Gasses:** Duties of this position require work in an environment with exposure to dust, dirt, fumes, and vapors.
- **Noise/Vibration:** Noise levels in an outdoor or shop setting from machinery or heavy equipment are expected. Noise levels expected of an office or indoor setting are also expected.

Equipment Use: Light to heavy equipment, vehicles, jackhammers, hand tools, power tools, telephone, mobile phone, mobile tablet, 2-way radios, and basic office equipment such as computer terminals, copiers, and fax machines.

Mental Demands: While performing the duties of this class, an employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; learn and apply new skills and information; perform highly detailed work on multiple, concurrent tasks; communicate orally with District staff in face-to-face, one-to-one, and group settings; and interact with District managers, staff, officials of other governmental agencies, community and professional groups, staff and other organizations.

Safety: Follows proper safety practices at all times. Compliance with the District's Injury and Illness Prevention Program.

Travel: Regular travel to District sites and construction areas, attends workshops, meetings, and seminars as required.

Other: Position subject to extended work hours as needed, attendance of evening meetings infrequently, and to work regular standby on a rotating basis. Position subject to alternative 4/10 workweek schedule.

EMPLOYEE ACKNOWLEDGEMENT

I have read the above and understand that it is intended to describe the general content of and requirements for performing the job listed. It is not an exhaustive statement of duties, responsibilities or requirements.

I understand that this description does not preclude my Manager or Supervisor's authority to add or change duties or responsibilities and understand that the performance of other duties may be required from time to time to meet the needs of Joshua Basin Water District. I also understand this job description does not create an employment contract, implied or otherwise.

Print Employee Name

Employee's Signature

Date