

MOJAVE WATER AGENCY
Job Description

Job Title: Water Systems Operator I
FLSA: Non-Exempt
Range: 22
Prepared By: Koff & Associates
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SUMMARY

Under immediate supervision, inspects, operates, maintains, services and performs complex and difficult operational repairs and maintenance duties on potable and non-potable water lines for both water supply and water quality, at the Agency's facilities, pipelines, meters, pump stations, wells, and related facilities; and performs related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from assigned supervisory/management personnel or Department Head. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is the entry-level classification in the Water Systems Operator series. Initially under close supervision, incumbents learn and perform routine repair and maintenance duties on potable and non-potable water lines for both water supply and water quality. 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 Water Systems Operator II level but are not expected to function at the same skill level and usually 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.

Positions in the Water Systems Operator class series are flexibly staffed; positions at the Water Systems Operator II level are normally filled by advancement from the Water Systems Operator I level; progression to the Water Systems Operator II level is dependent on (i) management affirmation that the position is performing the full range of duties assigned to the classification; (ii) satisfactory work performance; (iii) the incumbent meeting the minimum qualifications for the classification including any licenses and certifications; and (iv) management approval for progression to the Water Systems Operator II 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 where appropriate so that qualified employees can perform the typical functions of the job. The following statements are intended to describe the general nature and level of work being performed by an individual assigned to this job.

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

- Performs a variety of duties relating to operating and maintaining the water supply and water quality, potable and non-potable water lines, including measuring well levels, calibrating instrumentation equipment, investigating leaks, cleaning mains and flushing the water system, and conducting water quality sampling.
- Performs recharge pond maintenance including removing sediment, building berms, setting flow rates, calculating percolation rates, and monitoring soil conditions.
- Monitors and operates water systems via Supervisory Control and Data Acquisition (SCADA) systems.
- Reviews data and sets up telemetry equipment to operate waterlines in order to ensure an adequate and safe supply of water in the Agency's reservoirs and pipelines.
- Collects water quality samples and maintains compliance with the State Water Resources Control Board's (SWRCB) regulations related to potable water lines; monitors and adjusts the delivery of chemicals and materials; and performs calculations.
- Performs the full range of repair and maintenance work for facilities, meters, pipelines, pump stations, wells, and various equipment, including, but not limited to, pipefitting, valve repair, cement work, electrical work, carpentry, painting, and plumbing.
- Performs some laboratory tests and interprets results for purposes of facility control.
- Conducts Underground Service Alerts (USA) investigations, including traveling to specific sites, inspecting and marking areas for the pipeline ensuring contractors comply with specifications, and filing the appropriate report(s).
- Travels to various facilities daily to perform security checks and monitor the condition of structures, equipment, etc.; takes and records meter readings.
- Conducts inspections for pipeline fabrication.
- Operates heavy equipment, such as a backhoe, skip loader, etc.
- Performs maintenance, as needed, on exercising valves, air vacuum, blow offs, etc.
- May provide limited direction to contractors, subcontractors, and training to staff members.
- Performs Department of Transportation Vehicle inspections as well as vehicle maintenance.
- Operates and maintains well and booster station surge tanks.
- Completes monthly and quarterly SWRCB reports.
- May conduct weekly safety/tailgate meetings.
- Performs other duties as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each typical duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical functions.

Knowledge of:

- Operations and maintenance procedures utilized for water treatment, distribution and maintenance.
- Principles and methods of water treatment, including basic microbiology, chemistry, and hydraulics as applied to water treatment; basic water treatment processes and the tests used to check the effectiveness of such processes; chemical and biological tests used in monitoring water treatment facility processes.
- Principles and practices of mechanical and electrical maintenance.

- Water quality monitoring and sampling techniques and methods.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relative to the assigned area.
- Agency and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Agency staff.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

Ability to:

- Inspect, operate, and maintain the water treatment and distribution facility.
- Perform daily operational controls and monitoring of facility processes, including performing corrective and repair work related to facilities, equipment, structural, electrical and groundskeeping.
- Perform mechanical repairs, maintenance work, and modifications to equipment used in a water treatment facility; use various mechanic's tools with skill and accuracy.
- Inspect facility operations and detect problems; perform technical procedures in facility operation; perform laboratory tests in facility monitoring.
- Calculate flow, volume, detention time, chemical dosage and pressure.
- Operate heavy equipment; use a variety of hand and power tools such as a signal generator, welder, and pipeline locator in the performance of daily tasks.
- Read and interpret a variety of documents such as safety rules, operating and maintenance instructions, procedure manuals, maps, charts, gauges, pipeline plans, and profile drawings.
- Calculate figures and amounts such as percentages, proportions, areas and volumes to practical situations; apply concepts of basic algebra and geometry.
- Define problems, collect data, establish facts, and draw valid conclusions.
- Compose routine reports and correspondence.
- Perform work in accordance with specific safety procedures to minimize potential for injury.
- Use tact, initiative, prudence, and independent 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 minimum required qualifications would be:

Equivalent to the completion of a High School diploma or GED; and one (1) year of related water operations distribution and maintenance experience.

Licenses and Certifications:

- Valid California Class C driver's license and current automobile insurance.
- SWRCB Water Distribution Certificate Grade I or attainment within six (6) months of hire.
- Confined Space Entry Certificate or attainment within six (6) months of hire.
- First Aid and CPR Training Certification.

PHYSICAL DEMANDS

The following physical demands described are representative of those that must be met by an employee to successfully perform the typical functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; possible entry into confined spaces and the use of confined entry equipment, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle (standard passenger or 4-wheel drive) and visit various Agency sites; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, which may include working on live electrical wires. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 60 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff. Employees must wear and use the proper Personal Protective Equipment (PPE).

WORK ENVIRONMENT

The following work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work in an office and a field environment. When working in an office environment the employee is exposed to moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances.

When working in the field employees may be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. May be required to be on call for a 24/7 schedule for a two (2) week duration.