

WATER / UTILITY OPERATOR I

Definition

Performs semi-skilled labor in the maintenance, repair and related service activities of the District's water and wastewater systems in the Utilities Department.

Distinguishing Characteristics

This is the entry level class in the Utility operator series. This class is distinguished from the other Utility Operator classes by the performance of more routine maintenance tasks and duties assigned to positions within the series. Since this class is typically used as a training class, employees may have only limited or no directly related work experience. Employees usually progress to the II level once they have acquired the requisite experience. Employees typically work under close supervision.

Supervision Received and Exercised

Receives close supervision from senior Operator in this series or from the Superintendent of Utilities.

Examples of Important Responsibilities and Duties

Excavates trenches, lays pipe, backfills, compacts soil and lays asphalt.

Constructs, installs and repairs District pipelines, pump stations, services, valves, distribution and treatment works for both water and wastewater.

Performs scheduled maintenance of equipment.

Performs routine meter readings and equipment checks and calculates results; administers some testing of water samples to ensure compliance with the regulations; compiles and submits periodic usage reports.

Pours concrete or asphalt in repairs to streets or sidewalks subsequent to repairing service lines, cleans wastewater manholes of grease and unplugs sewer pumps as needed.

Excavates, inspects, flushes, cleans and repairs water mains, laterals; makes taps for new water utility services; measure water volume and pressure.

Installs, repairs and replaces manholes, fire hydrants, valves, meters, meter vaults and boxes; exercises valves according to prescribed schedules; flushes water system from blow-offs or fire hydrants to maintain proper standards.

Locates and marks underground utilities for contractors, outside agencies and members of the public.

Operates construction equipment such as dump trucks, backhoes, front loaders, trenchers and other tools such as soil compactors, compressors, jackhammers, sand blasters and concrete saws.

Completes work requests for water operations, including installations, readings, lock-offs.

Responds to requests and inquiries from customers of the water utilities and from the general public; turns customer complaints over to the Superintendent of Utilities for investigation.

Maintains all District vehicles and fuel; changes oil, filter and lubrication fluids; performs other vehicle maintenance requirements as needed.

Performs meter reader duties as required.

Utilizes proper safety precautions related to all work performed.

Performs work in emergency situations as required.

Performs related duties and responsibilities as required.

Typical Physical Activities

Operates District vehicles in field installation and maintenance work.

Must be able to carry, push, pull, reach and lift equipment and parts weighing up to 50 lbs.

Stoops, kneels, crouches, crawls, walks on uneven and slippery surfaces and climbs during field maintenance and repair work; stands and walks for extended time periods; works in an environment with exposure to dust, dirt, chemicals and significant temperature changes between cold and heat; climbs ladders; uses basic hand tools, testing equipment, and a variety of power-driven equipment; drives and operates heavy equipment such as trucks, backhoes, and sewer cleaning machines; hearing and vision within normal ranges.

Communicates orally with District staff, co-workers; regularly uses a telephone or radio for communication.

Qualifications

Knowledge of: Uses and purposes of general construction tools and equipment; safe work practices; basic principles of mathematics.

Ability to: Learn to perform unskilled and semi-skilled tasks in a variety of utility, facility and equipment maintenance activities; perform heavy manual labor; lift heavy objects; work safely in confined spaces with harmful materials; communicate clearly and concisely both orally and in writing; regularly work under pressure meeting multiple and sometimes conflicting deadlines; constantly demonstrate cooperative behavior with other employees, supervisors, customers, and the public.

Experience and Training Guidelines: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Some utility construction and maintenance experience is desirable.

Training: Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance. See Special Requirements below.

Special Requirements

Possession of a valid Class C California driver's license and the ability to obtain within six (6) months of employment, a valid Class B California driver's license.

NOTE: With appropriate training, experience and certification, other employees may move laterally or promote into this career class.

Incumbents may be assigned to work extra hours, weekends, and holidays and may be assigned to routine after-hour standby duty as an emergency response employee. Weekend duty includes morning and evening water plant monitoring and tank checks.

WATER / UTILITY OPERATOR II

Definition

Performs semi-skilled and skilled labor in the maintenance, repair and related service activities of the District's water and wastewater systems in the Utilities Department. Employees who possess the appropriate California certificate for Water Treatment Plant Operator may be assigned duties as Water Operator II or III.

Distinguishing Characteristics

Employees within this class are distinguished from the Utility Operator I by the performance of the full range of utility maintenance duties including the operation of the full range of tools and mechanical and heavy equipment related to a specific assignment under general supervision. The Utility Operator II is the journey level class in this series. Positions in this series are flexibly staffed and are normally filled by advancement from within the series when the employee has acquired the requisite experience; or, when filled from outside, requires comparable prior experience in the construction and maintenance of water/wastewater-related facilities.

Supervision Received and Exercised

Receives supervision from a senior Operator in this series or from the Superintendent of Utilities. May exercise functional and technical supervision over lower level maintenance staff.

Examples of Important Responsibilities and Duties

Excavates trenches, lays pipe, backfills, compacts soil and lays asphalt.

Constructs, installs and repairs District pipelines, pump stations, services valves, distribution and treatment works for both water and wastewater.

Performs scheduled maintenance of equipment.

Performs routine meter reading and equipment checks and calculates results; administers some testing on water samples to ensure compliance with the regulations; compiles and submits periodic usage reports.

Pours concrete or asphalt in repairs to streets or sidewalks subsequent to repairing service lines; cleans wastewater manholes of grease and unplugs sewer pumps as needed.

Excavates, inspects, flushes, cleans and repairs water mains, laterals; makes taps for new water utility services; measures water volume and pressure.

Installs, repairs and replaces manholes, fire hydrants, valves, meter, meter vaults and boxes; exercises valves according to prescribed schedules; flushes water system from blow-offs or fire hydrants to maintain proper standards.

Locates and marks underground utilities for contractors, outside agencies and member of the public.

Operates construction equipment such as dump trucks, backhoes, front loaders, trenchers and other tools such as soil compactors, compressors, jackhammers, sand blasters and concrete saws.

Completes work requests for water operations, including installations, reading, lock-offs, investigations or customer complaints and utility service agreements.

Responds to requests and inquiries from customers of the water utilities and from the general public; and resolves inquiries and complaints.

Inspects and troubleshoots water and wastewater pumping stations in confined spaces, including motors, pumps, valves and other hydraulic and electric equipment.

Maintains all District vehicles and fuel; changes oil, filter and lubrication fluids; repacks bearing; replaces seals and gaskets; performs other vehicle maintenance requirements as needed.

Disassembles, cleans, overhauls and rebuilds valves, pumps and filters and other pumping station and water treatment plant equipment; installs and replaces chlorine cylinder tanks.

Periodically checks records related to pumping station operations and maintenance.

Identifies equipment needs for each assigned project; requisitions maintenance supplies, materials and equipment.

Performs meter reader duties as required.

Utilizes proper safety precautions related to all work performed.

Performs work in emergency situations as required.

May be assigned as a Water Operator II if employee has the appropriate California certificate.

Performs related duties and responsibilities as required.

Typical Physical Activities

Operates District vehicles in field installation and maintenance work.

Must be able to carry, push, pull, reach and lift equipment and parts weighing up to 50 lbs.

Stoops, kneels, crouches, crawls, walks on uneven and slippery surfaces and climbs during field maintenance and repair work; stands and walks for extended time periods; works in an environment with exposure to dust, dirt, chemical and significant temperature changes between cold and heat; climbs ladders; uses basic hand tools, testing equipment, and a variety of power-driven equipment; drives and operates heavy equipment such as trucks, backhoes, and sewer cleaning machines; hearing and vision within normal ranges.

Communicates orally with District staff, co-Operators and the public in face-to-face, one-on-one settings; regularly uses a telephone or radio for communication; uses office equipment such as computer terminals, copiers and FAX machines.

Qualifications

In addition to the qualifications of Utility Operator I:

Knowledge of: Operational characteristics of mechanical and hydraulic equipment found in water and wastewater treatment and pumping facilities; repair and preventive maintenance techniques and procedures; tools and equipment used in the maintenance and repair of water and wastewater treatment, pumping and distribution facilities; knowledge of methods and precautions for handling and storing potentially hazardous chemicals; relevant laws and regulations; safety codes and principles; recordkeeping methods.

Ability to: Perform semi-skilled maintenance and repair work related to water and wastewater treatment, pumping and distribution facilities; operate a variety of vehicular and stationary mechanical equipment in a safe and effective manner in routine situations; work independently in the absence of supervision; use and operate hand tools, mechanical equipment and power tools and equipment required to work in a safe and efficient manner; read and interpret basic maps and blueprints; operate sewer inspection camera truck; have the ability to estimate costs associated with capital improvement projects; keep work activity and supply usage records; prepare reports; regularly work under pressure, meeting multiple and sometimes conflicting deadlines; constantly demonstrate cooperative behavior with other employees, supervisors, customers, and the public.

Experience and Training Guidelines: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Two years of increasingly responsible experience as a Utility Operator I, or equivalent, performing maintenance duties involving water and wastewater treatment and pumping equipment and distribution and collection systems and/or Water Treatment Plant assignments.

Training: Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

Special Requirements

Possession of a valid Class C California driver's license and the ability to obtain within six (6) months of employment, a valid Class B California driver's license.

Desirable: Possession of a California Department of Health certificate for Water Treatment Operator Grade 2 (required prior to assignment to duties at the Water Treatment Plant).

NOTE: With appropriate training, experience and certification, other employees may move laterally or promote into this career class.

Incumbents may be assigned to work extra hours, weekends, and holidays and may be assigned to routine after-hour standby duty as an emergency response employee. Weekend duty includes morning and evening water plant monitoring and tank checks.

WATER / UTILITY OPERATOR II A

Definition

Performs semi-skilled and skilled labor in the maintenance, repair and related service activities of the District's water and wastewater systems in the Utilities Department. Employees who possess the appropriate California certificate for Water Treatment Plant Operator may be assigned duties as Water Operator II or III.

Distinguishing Characteristics

Employees within this class are distinguished from the Utility Operator I by the performance of the full range of utility maintenance duties including the operation of the full range of tools and mechanical and heavy equipment related to a specific assignment under general supervision. The Utility Operator II is the journey level class in this series. Positions in this series are flexibly staffed and are normally filled by advancement from within the series when the employee has acquired the requisite experience; or, when filled from outside, requires comparable prior experience in the construction and maintenance of water/wastewater-related facilities. Distinguishing factor between Water / Utility Operator II ½ and Water / Utility Operator II is the former has passed the California State Water Treatment Grade III test and Water Distribution Grade III test.

Supervision Received and Exercised

Receives supervision from a senior Operator in this series or from the Superintendent of Utilities. May exercise functional and technical supervision over lower level maintenance staff.

Examples of Important Responsibilities and Duties

Excavates trenches, lays pipe, backfills, compacts soil and lays asphalt.

Constructs, installs and repairs District pipelines, pump stations, services valves, distribution and treatment works for both water and wastewater.

Performs scheduled maintenance of equipment.

Performs routine meter reading and equipment checks and calculates results; administers some testing on water samples to ensure compliance with the regulations; compiles and submits periodic usage reports.

Pours concrete or asphalt in repairs to streets or sidewalks subsequent to repairing service lines; cleans wastewater manholes of grease and unplugs sewer pumps as needed.

Excavates, inspects, flushes, cleans and repairs water mains, laterals; makes taps for new water utility services; measures water volume and pressure.

Installs, repairs and replaces manholes, fire hydrants, valves, meter, meter vaults and boxes; exercises valves according to prescribed schedules; flushes water system from blow-offs or fire hydrants to maintain proper standards.

Locates and marks underground utilities for contractors, outside agencies and member of the public.

Operates construction equipment such as dump trucks, backhoes, front loaders, trenchers and other tools such as soil compactors, compressors, jackhammers, sand blasters and concrete saws.

Completes work requests for water operations, including installations, reading, lock-offs, investigations or customer complaints and utility service agreements.

Responds to requests and inquiries from customers of the water utilities and from the general public; and resolves inquiries and complaints.

Inspects and troubleshoots water and wastewater pumping stations in confined spaces, including motors, pumps, valves and other hydraulic and electric equipment.

Maintains all District vehicles and fuel; changes oil, filter and lubrication fluids; repacks bearing; replaces seals and gaskets; performs other vehicle maintenance requirements as needed.

Disassembles, cleans, overhauls and rebuilds valves, pumps and filters and other pumping station and water treatment plant equipment; installs and replaces chlorine cylinder tanks.

Periodically checks records related to pumping station operations and maintenance.

Identifies equipment needs for each assigned project; requisitions maintenance supplies, materials and equipment.

Performs meter reader duties as required.

Utilizes proper safety precautions related to all work performed.

Performs work in emergency situations as required.

May be assigned as a Water Operator II if employee has the appropriate California certificate.

Performs related duties and responsibilities as required.

Typical Physical Activities

Operates District vehicles in field installation and maintenance work.

Must be able to carry, push, pull, reach and lift equipment and parts weighing up to 50 lbs.

Stoops, kneels, crouches, crawls, walks on uneven and slippery surfaces and climbs during field maintenance and repair work; stands and walks for extended time periods; works in an environment with exposure to dust, dirt, chemical and significant temperature changes between cold and heat; climbs ladders; uses basic hand tools, testing equipment, and a variety of power-driven equipment; drives and operates heavy equipment such as trucks, backhoes, and sewer cleaning machines; hearing and vision within normal ranges.

Communicates orally with District staff, co-Operators and the public in face-to-face, one-on-one settings; regularly uses a telephone or radio for communication; uses office equipment such as computer terminals, copiers and FAX machines.

Qualifications

In addition to the qualifications of Utility Operator I:

Knowledge of: Operational characteristics of mechanical and hydraulic equipment found in water and wastewater treatment and pumping facilities; repair and preventive maintenance techniques and procedures; tools and equipment used in the maintenance and repair of water and wastewater treatment, pumping and distribution facilities; knowledge of methods and precautions for handling and storing potentially hazardous chemicals; relevant laws and regulations; safety codes and principles; recordkeeping methods.

Ability to: Perform semi-skilled maintenance and repair work related to water and wastewater treatment, pumping and distribution facilities; operate a variety of vehicular and stationary mechanical equipment in a safe and effective manner in routine situations; work independently in the absence of supervision; use and operate hand tools, mechanical equipment and power tools and equipment required to work in a safe and efficient manner; read and interpret basic maps and blueprints; operate sewer inspection camera truck; have the ability to estimate costs associated with capital improvement projects; keep work activity and supply usage records; prepare reports; regularly work under pressure, meeting multiple and sometimes conflicting deadlines; constantly demonstrate cooperative behavior with other employees, supervisors, customers, and the public.

Experience and Training Guidelines: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Two years of increasingly responsible experience as a Utility Operator I, or equivalent, performing maintenance duties involving water and wastewater treatment and pumping equipment and distribution and collection systems and/or Water Treatment Plant assignments.

Training: Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

Special Requirements

Possession of a valid Class C California driver's license and the ability to obtain within six (6) months of employment, a valid Class B California driver's license.

Desirable: Possession of a California Department of Health certificate for Water Treatment Operator Grade 2 (required prior to assignment to duties at the Water Treatment Plant); passed the Treatment Operator Grade III test and Distribution Operator Grade III test.

NOTE: With appropriate training, experience and certification, other employees may move laterally or promote into this career class.

Incumbents may be assigned to work extra hours, weekends, and holidays and may be assigned to routine after-hour standby duty as an emergency response employee. Weekend duty includes morning and evening water plant monitoring and tank checks.