



## WATER SHIFT OPERATOR

Department:	<b>Public Works</b>	FLSA Status:	<b>Non-Exempt</b>
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**GENERAL PURPOSE:** Under the general supervision of the Water Chief Plant Operator, participates in operating and maintaining the City's Water Treatment and Distribution System; services and repairs water system elements and equipment; conducts laboratory testing; and performs other related duties in water systems as assigned.

### **TYPICAL DUTIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Under the direct supervision of the Water Chief Plant Operator, performs duties including treatment/systems operation, preventative maintenance, equipment repair, and water quality testing.
- Participates in operating, maintaining, repair, and improvement of the City's Water (Treatment, Supply, and Distribution) Systems.
- Monitors, test, and ensures the production and delivery of safe and potable drinking water to the City.
- Performs daily inspections of the City's Water Systems facilities including the City Water Treatment Plant, wells, transmission lines, pumps and other water treatment/supply system components; monitors and ensures equipment is properly functioning; identifies maintenance requirements as assigned.
- Participates in the operation of the Water System's Preventative Maintenance Programs.
- Participates in the maintenance, repair, and replacement of the City's Water System's equipment, wells, transmission lines, distribution lines, fire hydrants, water valves, and other equipment and facilities related to water.
- Orders and maintains parts, systems, components and other facilities related to the City's Water System as directed.
- Communicates and meets with customers, outside agencies, contractors, and vendors regarding the City's Water Systems matters as directed; responds to public water complaints as directed to.
- Prepares and maintains a variety of maintenance records, reports, and documentation as directed.
- Participates along with the other system operators in the 24 hour on-call rotation for the water system as needed.

## **JOB DESCRIPTION**

### **WTR Shift Operator**

- Reads and records consumer water meters in accordance with an assigned schedule and route; identifies sites for meter reading and uses maps to establish a systemic route; enters meter reading into a hand-held meter reading computer, ensures accuracy of readings.
- Assists the Finance Department with collections and customer service request; post-payment notices; post sign-up or shut-down notices; turns water services on and off as required.
- Examines, reports, and repairs inoperative, leaking, malfunctioning, or damaged meters.
- Performs other related duties as assigned or required.

### **MINIMUM QUALIFICATIONS:**

#### **Education and Experience:**

High School Diploma or equivalent; AND two (2) years of experience working as a State of California Certified Water Treatment and Distribution Water Operator with a State of California Certified water system, AND possess State of California Department of Public Health Grade III Treatment (T-3) Operator AND as a State of California Department of Public Health Grade II (D-2) Water Distribution Certification OR an equivalent combination of education, and experience.

#### **Required Licenses or Certifications:**

- Must possess a valid California Driver's License.
- Possession of a Grade III (T-3) Water Treatment Operator issued by the California Department of Public Health at the time of appointment.
- Possession of a Grade II (D-2) Water Distribution Operator certificate issued by the California Department of Public Health at the time of appointment.
- Within six (6) months of appointment, must obtain a Commercial Drivers License with no restrictions and required endorsements to operate City equipment.
- Must maintain all applicable certification as a condition of continued employment.
- Ability to secure within eighteen (18) months additional licenses and/or certificates pertaining to the water treatment and distribution system as mandated by any and all the regulatory agencies.

#### **Required Knowledge of:**

- Water Division operations, policies, and procedures.
- Regulations governing municipal water treatment operations.
- Water distribution/treatment systems and equipment.
- Preventative maintenance programs.
- Occupational hazards and safety practices relative to water treatment and distribution.
- Maintenance equipment/tools and methods of operation.

#### **Required Skill in:**

- The daily operations of the City's Water Treatment and Distribution System.
- Monitoring and ensuring the City is provided with safe and potable drinking water.

## **JOB DESCRIPTION**

### **WTR Shift Operator**

- Participates in the preventative maintenance programs in the Water Division Facilities.
- Preparing and maintaining various types of maintenance records, reports, and documentation.
- Establishing and maintaining cooperative working relationships with staff, outside agencies, contractors, vendors, and the general public.

### **Physical Demands / Work Environment:**

- Work is performed in and around Water Treatment Facilities and in the Water Distribution System out in the field.
- Subject to sitting, standing, walking, bending, reaching, climbing ladders, operating equipment, performing manual labor, and heavy lifting of objects up to 50 pounds.
- Exposure to variable weather conditions, traffic hazards, working at heights, confined spaces; machinery with moving parts, electrical currents, and hazardous chemicals is involved.