



## WATER UTILITY 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, provides assistance in operating and maintaining the City's water (treatment and distribution) systems; performs routine equipment maintenance; assists in cleaning and maintaining water facilities; conducts routine laboratory testing; and performs other related duties 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.*

- Assists in maintaining the City's Water facilities, systems, and equipment.
- Participates in operating, maintaining, and repairing the City's water systems.
- Provides assistance in repairing water mains, valves, valve boxes, and hydrants; installs water services.
- Performs preventative maintenance to pumps, wells, and/or other water equipment.
- Provides assistance in maintaining generators and backup engines.
- Assists in monitoring water systems and equipment for proper functioning.
- Provides assistance in cleaning plant facilities, well sites, storage/pump stations, and sample sites.
- Obtains water samples and performs routine laboratory testing work.
- Monitors water quality and assists in providing safe and potable drinking water to the City.
- Prepares and maintains water maintenance records.
- Maintains compliance with regulations governing water systems operations.
- 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 sign-up or shut-down notices; turns water services on and off as required.
- Examines, reports, and repairs inoperative, leaking, malfunctioning, or damaged meters.
- Assists in the operation, maintenance and 24 hour on-call response activities for the City of Corcoran Water Division, as allowed by the employees certificates, on an as needed basis.
- Responds to public inquiries and/or complaints regarding routine water matters.
- Performs other related duties as assigned or required.

**JOB DESCRIPTION**  
**WTR Utility Operator**

**MINIMUM QUALIFICATIONS:**

**Education and Experience:**

High School Diploma or equivalent; AND one year water treatment/distribution experience; OR an equivalent combination of education and experience. Possess a State of California Department of Public Health Grade I Treatment (T-1) and State of California Department of Public Health Grade I Distribution (D-1) certificates.

**Required Licenses or Certifications:**

- Must possess a valid California Driver's License.
- Within six (6) months of appointment to Water Utility Operator, must obtain a Commercial Drivers License with no restrictions and required endorsements to operate City equipment.
- Possession of a Grade I Water Treatment Operator (T-1) AND Grade I Water Distribution Operator (D-1) certificates issued by the California Department of Public Health at time of appointment to Water Utility Operator.
- Within eighteen (18) months of original appointment to Water Utility Operator, must obtain the Grade II Water Treatment Operator (T-2) and Grade II Water Distribution Operator (D-2) certificates issued by the California Department of Public Health.
- Within twenty-four (24) months of receipt of Water Treatment Operator Grade II (T-2) certificate, must obtain the Grade III Water Treatment Operator (T-3) certificate issued by the California Department of Public Health.
- Must maintain all applicable certification as a condition of continued employment.

**Required Knowledge of:**

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

**Required Skill in:**

- Delivery of safe and potable drinking water.
- Operation and maintenance of water treatment/distribution systems.
- Safely operating and maintaining departmental equipment and tools.
- Collecting water samples and performing routine laboratory testing work.
- Preparing and maintaining accurate maintenance records.
- Establishing and maintaining cooperative working relationships with other staff, City departments, outside agencies, and the general public.

**Physical Demands / Work Environment:**

- Work is performed in and around water treatment facilities and in the field.
- Subject to sitting, standing, walking, bending, reaching, climbing ladders, operating equipment, performing manual labor, and heavy lifting of objects up to 150 pounds.

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**WTR Utility Operator**

- Exposure to variable weather conditions, traffic hazards, working at heights, confined spaces, machinery with moving parts, electrical currents, and hazardous chemicals is involved.