



Department:	Public Works/Utilities
Bargaining Unit:	SEIU
Salary Range:	E40
Last Revision:	September 1995

WATER MAINTENANCE OPERATOR II

DEFINITION

Under direction, to lead, oversee, and participate in the more complex and difficult work of staff responsible for providing construction, maintenance, repair, and related services for the City=s water treatment and distribution systems; and to perform a variety of technical tasks relative to assigned areas of responsibility.

SUPERVISION EXERCISED

Exercises technical and functional supervision over lower level maintenance staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Lead, plan and review the work of staff responsible for providing construction, maintenance, and repair services for the City=s water treatment and distribution systems.

Plan, direct, and participate in the construction, maintenance, and repair of water treatment and distribution systems facilities and equipment.

Supervise the use, operation, and care of construction equipment and hand and power tools including backhoes, front end loaders, compressors, pipe locators, pipe cutters, and valve and tapping machines.

Estimate time, material, and equipment required for assigned jobs; requisition materials as required; order parts as necessary and ensure parts ordered are received in a timely fashion.

Train assigned employees including in the areas of work methods, techniques, and the use and operation of equipment.

Verify work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications; ensure adherence to safe work practices and procedures; maintain cleanliness of work area and tools.

Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Perform the full range of duties in the assigned area of work.

Excavate, inspect, flush, clean, and repair water mains, lines, and laterals; make taps for new services.

Install, repair, and replace fire hydrants, valves, meters, and meter vaults and boxes; exercise valves according to prescribed schedules.

Weld and fabricate tools, equipment, and plumbing parts and vault lids using arc and acetylene welding equipment.

Test, disassemble, clean, and repair commercial and residential water meters; replace worn or faulty parts.

Maintain well sites; operate well sites; operate well chlorination pumps; take water samples and check level of chlorine; change tanks as needed.

Service customer accounts; turn service on and off; check water quality; reconnect service; pull and remove meters.

Install barricades and cones prior to the performance of water treatment and distribution related repair activities; direct and control traffic around work sites.

Read water meters; repair line leaks; change broken water valves.

Clean pumps and reservoirs; cut and clear seeds.

Maintain records and files related to the water distribution system.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operations, services, and activities of a municipal water treatment and distribution program.

Principles of lead supervision and training.

Methods and techniques of construction, maintenance, and repair related to the treatment and distribution of portable water.

Knowledge of:

Operational characteristics of mechanical equipment and tools used in the area of work assigned.

Occupational hazards and standard safety practices necessary in the area of work assigned.

Principles and procedures of record keeping and reporting.

Safe driving principles and practices.

Skill to:

Operate a variety of vehicular and stationary mechanical equipment, hand tools, and power tools and equipment in a safe and effective manner.

Operate a motor vehicle safely.

Perform heavy manual labor for extended periods of time in all types of weather.

Ability to:

Plan, organize, and review the work of water maintenance operations staff.

Provide lead supervision and training to assigned staff.

Independently perform the most difficult maintenance, construction, and repair work in the area of work assigned.

Interpret and apply the policies, procedures, laws, and regulations pertaining to assigned programs and functions.

Read, interpret, and apply a wide variety of technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.

Prepare and maintain accurate and complete records.

Prepare clear and concise reports.

Respond to requests and inquiries from the general public.

Work independently in the absence of supervision.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Ability to:

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Three (3) years of increasingly responsible experience performing water system treatment and maintenance duties.

Training:

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

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid Class A driver=s license within the first six (6) months of hire.

Possession of a Grade II Water Treatment Operator Certificate issued by the State of California.

Special Requirements

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, knee, crouch, stop, squat, crawl, twist, climb, and lift 50 lbs.; exposure to cold, heat, noise, outdoors, vibration, confining work space, chemicals, explosive materials, mechanical hazards, and electrical hazards; ability to travel to different sites and locations.

Effective Date: September, 1995