



Department:	Mgmt. Svcs./Utilities
Bargaining Unit:	SEIU
Salary Range:	E-45
Last Revision:	September 2018

SR WATER MAINTENANCE OPERATOR

DEFINITION

Under limited to no supervision, 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 water maintenance operator personnel.

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.

Supervises 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.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

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

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

Excavate, inspect, flush, clean, and repair water mains, 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.

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

Maintain and operate well sites; operate well chlorination pumps; take water samples and verify chlorine residual level in distribution systems.

Service customer accounts; turn service on and off; check water quality; reconnect service; pull and install 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 water distribution leaks; change broken water valves.

Clean pump stations and reservoirs; cut and clear weeds.

Maintain records and files related to the water distribution system.

OTHER JOB RELATED DUTIES

This position will include after hours and emergency response requirements and on-call responsibilities.

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 system.

Knowledge of:

Best management practices and training.

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

Operational characteristics of mechanical equipment and tools used in the area of water distribution system.

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 heavy 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, schematics, plans and surveyor stakes.

Prepare and maintain accurate and complete records.

Prepare clear and concise reports.

Ability to:

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 verbally and in written communication.

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:

One (1) year of increasingly responsible experience overseeing the operations and maintenance of water distribution system.

Three (3) years of increasingly responsible experience performing the operations and maintenance of water distribution system.

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 commercial driver's license with required endorsements within the first twelve (12) months of hire.

Possession of a Grade II Water Treatment Operator Certificate issued by the State Water Resources Control Board is required.

Possession of a Grade III Water Distribution Operator Certificate issued by the State Water Resources Control Board is required.

Backflow Tester Certification issued by AWAA or equivalent is desirable.

Additional Requirements:

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, kneel, crouch, stop, squat, crawl, twist, climb, and lift 50 lbs.; exposure to cold, heat, noise, outdoors, vibration, limited work space, chemicals, explosive materials, mechanical hazards, and electrical hazards; ability to travel to different sites and locations; must be able to perform these duties with or without reasonable accommodations and on uneven terrain.

Effective Date: September, 2018