



Department:	Mgmt. Svcs./Utilities
Bargaining Unit:	SEIU
Salary Range:	E-20/E-36/E-40
Last Revision:	May 2019

**JUNIOR WATER MAINTENANCE OPERATOR
WATER MAINTENANCE OPERATOR I
WATER MAINTENANCE OPERATOR II**

DEFINITION

Under supervision (Junior Water Maintenance Operator), to perform semi-skilled work involved in the construction, maintenance, repair, and related services for the City of Hollister water treatment and distribution systems (Water Maintenance Operator I). (Water Maintenance Operator II) Exercise decision making and provides guidance to Junior Water Operators and Water Operators I. To participate in the more complex and difficult work of staff responsible for providing construction, maintenance, repair, and related services for the City of Hollister water treatment and distribution systems; and to perform a variety of technical tasks relative to assigned areas of responsibility.

DISTINGUISHED CHARACTERISTICS

Junior Water Maintenance Operator: This is the entry level in the Water Maintenance Operator class series. A position at this level will assist the Water Maintenance Operator I and Water Maintenance Operator II of the required duties of the positions, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. Since this position is often used as a mechanism to receive the necessary knowledge and experience to advance to the next level in the classification of Water Maintenance Operator, employees may have only limited or no directly related work experience

Water Maintenance Operator I: This is the second level of the three (3) in the Water Maintenance Operator class series. Positions at this level usually perform most of the duties required of the positions at the Water Maintenance Operator II level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. Positions in this class series are flexibly staffed and positions at the Water Maintenance Operator I level are normally filled by advancement from the Junior Water Maintenance Operator level. When filled from the outside, the employee is required to have prior related experience which allows the employee to meet the qualification standards for the Water Maintenance Operator I level.

Water Maintenance Operator II: This is the full journeyman level in the Water Maintenance Operator class series. Positions at this level are distinguished from the Water Maintenance Operator I level by the performance of the full range of duties as assigned, working independently and

exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arises, and are fully aware of the operating procedures and policies of the work unit. Positions in this class series are flexibly staffed and positions at the Water Maintenance Operator II level are normally filled by advancement from the Water Maintenance Operator I level. When filled from the outside, the employee is required to have prior related experience which allows the employee to meet the required qualification for the Water Maintenance Operator II level.

SUPERVISION EXERCISED

Junior Water Maintenance Operator

Exercises no supervision

Water Maintenance Operator I

May exercise technical and functional oversight over the Jr. Water Maintenance Operator personnel.

Water Maintenance Operator II

Exercises technical and functional oversight over the Water Maintenance Operator I and Jr. Water Maintenance Operator personnel.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Junior Water Maintenance Operator

Assist with excavation of water lines and water valves, Assist with the flushing, clean, and repairs to water mains, and laterals; Assist with installing new services lines.

Assist with the installation, repair, and replacement of fire hydrants, valves, water meters, and water meter boxes; exercise valves according to prescribed schedules.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

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

Maintain all cities owned and operated facilities.

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

Operate construction equipment and power tools such as backhoes, front end loaders, compressors, pipe locators, pipe cutters, valve and tapping machines; maintain hand tools and assigned equipment.

Utilize proper safety equipment and procedures related to all work performed.

Install proper traffic control devices to establish safe working environment.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

street repair activities; direct and control traffic around work sites.

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

Clean pump station and reservoirs; cut and clear weeds.

Respond to requests and inquiries from the general public.

OTHER JOB RELATED DUTIES

This position will include after hours and emergency response requirements.

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operational characteristics and uses of general construction equipment and tools used in the area of work assigned.

Basic mathematical principles.

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

Safe driving principles and practices.

Skill to:

Operate a motor vehicle safely.

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

Ability to:

Learn to perform unskilled and semi-skilled tasks in a variety of construction and maintenance activities involved in water treatment and distribution.

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

Ability to:

Records numbers accurately and perform basic mathematical computations.

Understand and follow oral and written instructions.

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:

No previous experience is required for the position of Junior Water Operator

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.

Additional Requirements:

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, kneel, crouch, stoop, 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

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Water Maintenance Operator I

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

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

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 replace 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.

OTHER JOB RELATED DUTIES

The position of Water Operators who obtain a Grade II Water Distribution Certification or higher will be required to be placed in the rotation for Emergency call back duty.

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

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 work assigned.

Skill to:

Operate a variety of vehicular and mechanical equipment, hand tools, and power tools and

heavy duty equipment in a safe and effective manner.

Ability to:

Perform semi-skilled maintenance, construction, and repair work involved in water treatment and distribution.

Read, interpret, and apply technical information from basic maps and blueprints.

Work independently in the absence of supervision.

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:

Two (2) years of increasingly responsible experience performing field maintenance duties in water distribution.

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.

License or Certificate:

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

Possession of a Grade I 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, stoop, 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.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Water Maintenance Operator II

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.

Oversees the use, operation, and care of construction equipment, 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 employees in the areas of work methods, techniques, and the use and operation of equipment.

Verify work of assigned employees for 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.

Maintain records and files related to the water distribution system and daily activities.

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.

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 in water distribution system.

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

Knowledge of:

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, 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.

Ability to:

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.

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:

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

Training:

Formal 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.

License or Certificate:

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

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

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

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, 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.

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