



Job Description – Water Plant Operator I, II and III

Salary Classification: 58D/ 61C / 68G

FLSA Status: Non-Exempt

Employment Status: Classified

Reports to: Chief Water Plant Operator

Position Summary: Under the direction of the Chief Water Plant Operator, operates and maintains the facilities of the water system; inspects and performs repair work on water facilities and equipment; monitors and maintains water sources, storage tanks, keeps various records pertaining to water system operations, dams, reservoirs and watershed.

Essential Functions: Ability to lift items of up to 75 pounds to level of waist; small motor skills; sense of touch and smell; ability to hear and give oral instructions; walking on hard and uneven surfaces; working on ladders and scaffolding; climbing ladder of up to 48 feet in height; frequent bending, squatting and kneeling; ability to read instructions and write information on reports.

Typical Duties and Responsibilities

- Monitors and adjusts the operation of water plant pumps, motors and other equipment.
- Accurately reads gauges, dials and other instruments that depict and/or record data.
- Services, maintains, and repairs a variety of water system equipment, including pumps, valves, motors, filters, and meters.
- Inspects water system equipment and facilities to locate needed repairs, makes repairs on various water system equipment as required.
- Inspects and maintains water distribution facilities.
- Keeps records and prepares necessary reports.
- Assists in the training of other water department personnel.
- Collects samples and assists in conducting a variety of chemical and physical tests.
- Maintains clear and concise logs and records.
- Inspects water sources and water storage tanks.
- Performs general plant maintenance work such as sweeping, cleaning, painting, and landscaping.
- Reads water meter routes.
- Inspect, service and replace meters, fittings and meter boxes.
- Operates a front-end loader and other vehicles.
- Performs other related duties as assigned.

Materials, Equipment and Tools: Electrical testing equipment, grinders, torches, hammers, pneumatic chipping tools, motor vehicles, face shields, gloves, goggles, laboratory meters and equipment, shovels, rakes, wrenches, chain saw, calculator, electric meters.

Special Requirements:

Water Plant Operator I - Possession of a valid Class C or higher California driver's license. Persons employed in the classification will be required to possess a Grade I Water Treatment Operator Certificate issued by the California State Department of Health Services.

Additionally, the Water Plant Operator I

- Assists and learns the process of gathering and preparing information needed pertaining to plant operations, dams, reservoirs, and watersheds for local, State and Federal report submissions, as instructed by Water Plant Operator II, III and Chief on how to perform these functions.
- Assists and learns the process of work performed related to maintaining the Cross-Connection Control Program as directed by Water Plant Operator II, III, and Chief in the areas of responsibility related to the Cross-Connection Control program.

Water Plant Operator II - Possession of a valid Class C or higher California driver's license. Persons employed in the classification will be required to possess a Grade II Water Plant Certificate issued by the California State Department of Health Services.

Additionally, the Water Plant Operator II

- Assists in gathering and preparing information needed at a higher level of responsibility pertaining to plant operations, dams, reservoirs, and watersheds for local, State and Federal report submissions, and assists Water Plant Operator III and Chief Water Plant Operator in training Water Plant Operator I's on how to perform these functions.
- Assists and continues learning the process of inspections in maintaining the Cross-Contamination Control program at a higher level of responsibility and assists Water Plant Operator III and Chief Water Plant Operator in training Water Plant Operator I's in the areas of responsibility related to the Cross-Connection Control program.

Water Plant Operator III - Possession of a valid Class C or high California driver's license. Persons employed in the classification will be required to possess a Grade III Water Plant certificate issued by the California State Department of Health Services.

The City will cover all training and costs associated with special requirements during the course of employment. If the employee does not successfully pass a required test to obtain certification and/or license, the City will cover the cost for a second attempt to pass the test. In the event the employee does not successfully pass the test on the second attempt, the employee will be responsible for all costs associated with testing going forward.

Additionally, the Water Plant Operator III

- Assists the Chief Water Plant Operator in gathering and preparing information pertaining to plant operations, dams, reservoirs, and watersheds for local, State and Federal report submissions, and assists the Chief Water Plant Operator in training Water Plant Operator I & II's on how to perform these functions.

- Assists the Chief Water Plant Operator in maintaining the Cross-Connection Control Program and assists the Chief Water Plant Operator in training Water Plant Operator I & II's in the areas of responsibility related to the Cross-Connection Control program.

*If employee is in possession of a letter issued by the California State Water Resources Control Board (SWRCB) validating the employee successfully passed the Grade I, II, or III Water Treatment Operator test and has fulfilled all other requirements of the SWRCB, the employee may be promoted to a Water Plant Operator II or III on the first pay period following the date the employee provides the City with the letter. Employees promoted as such shall be subject to a six (6) month probationary period.

Failure to successfully complete the six (6) month probation period will result in the employee's demotion to a Water Plant Operator I or II until the employee has fulfilled all of the requirements, including meeting performance expectations, and is in possession of a Grade II or III Water Treatment Plant Operator Certificate and at the discretion of the Department Head and/or City Manager.

Premium Pay: Employees in possession of a valid Class B or higher California driver's license will be compensated at 5 percent (%) above their current rate.

Desirable Skills, Knowledge and Abilities

Knowledge of:

- Principles and practices of water system operations as would be acquired through certification as a Water System Operator.
- Operating principles of valves, pumps, motors, and various types of electrical and electronic equipment.
- Safe work practices.
- The appropriate use of hand and power tools used in the maintenance and repair of plant equipment.

Ability to:

- Operate, repair and maintain water plant facilities and equipment.
- Read and interpret gauges and other recording devices reflecting water system operations.
- Perform various laboratory tests and document the results of same.
- Diagnose operating problems and take effective course of action.
- Supervise and train others in the procedures of water system operations.
- Work weekends and holidays, and to respond to emergency calls during off-duty hours.

Water Plant Operator I: Skills and abilities to perform complex functions and duties in a responsible manner with minimal supervision.

Water Plant Operator II: Above average skills and abilities to perform complex functions and duties in a responsible manner with minimal supervision.

Water Plant Operator III: Excellent skills and abilities to perform complex functions and duties in a responsible manner in the absence of supervision.

Desirable Experience/Education: Possession of a high school diploma or GED. Any combination of training and experience which would likely provide the required knowledge, abilities and certification is qualifying.

Physical Requirements: Constant exposure to sun, working in low temperatures and high humidity environment, exposure to loud noise and vibration, walking on slippery and hard surfaces, exposure to airborne dust, bending kneeling, squatting; frequent walking on uneven surfaces, uses sense of vision, hearing and smell to diagnose problems, work on ladders and structures up to 48 feet in height, work in confined space or cramped body position; lifting of items weighing up to 75 pounds.