

7220 – WATER RESOURCE OPERATOR TRAINEE, I, II, III, & IV

1. DEFINITION:

Classes in this series perform a wide variety of unskilled, semi-skilled and skilled work in all phases of the operation, maintenance, repair and minor construction activities associated with water, stormwater and other facilities of the District's utility systems, and do other related work as required.

2. TYPICAL TASKS: (Common to all levels.)

- inspects, repairs, maintains and operates pumps, motors, valves, gates, meters and other related equipment to regulate quality and quantity of water and stormwater;
- monitors gauges, meters, control panels, pumps, motors, analyzers and associated equipment;
- inspects, repairs and operates a variety of electric, gas, hydraulic and pneumatic equipment and tools, including welding;
- performs backwashes on filtration systems;
- assists in installing and repairing of water mains, service lines and related appurtenances;
- collects water samples for laboratory analyses;
- performs routine laboratory analyses and special laboratory analyses as assigned;
- drives trucks;
- operates tractors, other equipment, and attachments;
- may transport heavy equipment to job site;
- performs grounds maintenance around facilities;
- maintains accurate records of plant operations, weather information and other hydrologic data;
- will be required to work on rotating standby status;
- may be subject to call-back during emergencies;
- uses appropriate safety equipment while performing routine operations and responding to emergencies;
- Use of self-contained breathing apparatus may require workers to be clean shaven.
- Performs utility systems maintenance and repair work, which may require a variety of trade skills

3. DISTINGUISHING CHARACTERISTICS:

Factors that affect position classification include the variety and complexity of work assignments, supervision exercised or received, decisions made, skill in operation or maintenance of equipment, and the limitations of responsibility and knowledge reflected in the level of water treatment, distribution and other certification possessed.

Water Resource Operator Trainee:

- Under close supervision, learns to perform a wide variety of unskilled and semi-skilled tasks in all areas of water, stormwater and other utility system minor maintenance;
- receives training and learns safe operating procedures in water, stormwater, and other utility equipment and facilities;
- does other related work as required.

Water Resource Operator I:

- Under supervision, assists a higher level water resource operator during an assigned shift in either water, stormwater or other utility operations including treatment, collection, distribution, disposal, recharge and pumping facilities, opening and closing valves, and operating and maintaining the District's facilities and equipment;
- assists higher level water resource operators in taking and recording readings;
- learns to perform and record basic laboratory tests;
- learns to interpret test results and to take corrective action in operating on an as-needed basis;
- performs a variety of semi-skilled maintenance tasks as a member of a water resource crew;
- becomes familiar with the operation and routine maintenance of pumps, motors, filters, chemical feeder pumps and related equipment, and other facilities and equipment that are components of the District's utilities;
- does other related work as required.

Water Resource Operator II:

- Under general supervision, performs a variety of operation, maintenance, and minor construction tasks at the District's water, stormwater and/or other utility facilities;
- may be the operator at a water treatment facility;
- performs laboratory tests on samples as required;
- interprets test results and takes corrective action in operating on an as-needed basis;
- performs a wide variety of skilled operation and maintenance tasks as a member of a water resource crew;
- does other related work as required.

Water Resources Operator III:

- Under direction of the Water Resource Crew Leader or the Water Resource Operator IV, may be the chief operator at a water treatment facility or aggregate of facilities;
- has responsibility for efficient water, stormwater and other utility operations, and accurate and timely performance reporting of all required sampling and testing;
- performs, records and evaluates laboratory tests;
- may be the working supervisor in a roving water resource crew in the absence of the Water Resource Crew Leader and Water Resource Operator IV;
- prepares rough plans, cost estimates and orders materials;
- assists in training subordinate personnel;
- performs a wide variety of skilled operation and maintenance tasks as a member of a water resource crew;
- does other related work as required.

Water Resource Operator IV: This is the highest level in the career series.

- Under direction of the Water Resource Crew Leader or Utility Supervisor, may be the chief operator for a water facility and/or stormwater and other utility facilities.
- coordinates maintenance and operations activities;
- may supervise operations and maintenance;
- may evaluate and assign personnel;
- may set up preventive maintenance programs and schedules;
- may assists in budget preparations;
- does other related work as required.

4. EMPLOYMENT STANDARDS:

Knowledge of:

Water Resource Operator Trainee:

- basic mathematics; general mechanical aptitude.
- basic computer and keyboarding skills

Water Resource Operator I, II, III, & IV: The above, plus:

- principles, methods, materials and equipment utilized in the operation and maintenance of water, stormwater and other utility systems;
- the mechanical and electrical characteristics of pumps, motors, meters, valves, control panels, telemetry systems, and other water control or measuring devices;
- Federal, State and local standards required for maintaining water quality.

Ability to:

Water Resource Operator Trainee:

- follow oral and written instructions;
- do assigned tasks in a safe manner;
- work cooperatively with others;
- ability to be proficient in water quality and treatment theory, utility operations, and maintenance; pass appropriate certificate examination within 12 months of appointment;
- perform tasks which involve moderate to heavy physical labor or exertion and or hazardous working conditions
- communicate effectively orally and in writing;
- meet and deal with the public and co-workers tactfully and courteously.
- prior to appointment, the successful candidate must be able to pass a physical examination as required by the District for new employees.

Water Resource Operator I, II, III, & IV: The above, plus:

- Operate and maintain a wide variety of hand and power tools used in water, stormwater and other utilities;
- perform routine and specialized laboratory tests and sampling, analyze results and take effective corrective action when necessary;
- keep logs, records and charts;

5. EDUCATION/EXPERIENCE:

All levels: Any combination of education and experience equivalent to graduation from high school.

Water Resource Operator Trainee: No certificate required when hired. Within 12 months of the date of hire, must obtain a valid Grade T1 Water Treatment Certification issued by the State Water Resources Control Board.

Water Resource Operator I: Possession of a valid Grade T1 Water Treatment Certification issued by the State Water Resources Control Board. Within twelve months of the date of hire or promotion, must also possess a valid Grade D1 Water Distribution Certificate issued by the State Water Resources Control Board.

Water Resource Operator II: Possession of a valid Grade T2 Water Treatment AND Grade D1 Water Distribution certifications issued by the State Water Resources Control Board.

Water Resource Operator III: Possession of a valid Grade T2 Water Treatment AND Grade D2 Water Distribution certifications issued by the State Water Resources Control Board. May be required to possess other appropriate licenses or certifications in work-related fields, such as welding or hazardous materials handling, or other Certifications.

Water Resource Operator IV: Possession of a valid Grade T3 Water Treatment AND/OR Grade D3 Water Distribution certifications issued by the State Water Resources Control Board. The higher certifications in the job class is to allow the WRO IV to serve as the Chief Operator, in the absence of the Water Resource Crew Leader. May be required to possess other appropriate licenses or certifications in work-related fields, such as welding or hazardous materials handling, or other Certifications. In the event that the District constructs new facilities, must obtain valid certificates appropriate to the assigned class of the new facilities within 18 months of the date that those facilities commence operations.

AND:

Water Resource Operator Trainee: No experience required.

Water Resource Operator I: 6 months as a Water Resource Operator Trainee or equivalent position.

Water Resource Operator II: One year as Water Resource Operator I or equivalent position.

Water Resource Operator III: One year of experience as a Water Resource Operator II or equivalent position.

Water Resource Operator IV: Two years of experience as a Water Resource Operator III or equivalent position.

6. LICENSES/CERTIFICATES: (All levels)

A valid driver's license is required at the time of application. A valid CALIFORNIA driver's license is required at the time of appointment and must be maintained throughout employment. Candidates must attach a photocopy of the required water certificate to their application for employment. Failure to obtain certifications can be grounds for termination.

This class specification generally describes the duties and responsibilities characteristic of the position(s) within this class. The duties of a particular position within a multi-position class may vary from the duties of other positions within the class. Accordingly, the essential duties of a particular position (whether it be a multi-position class or a single-position class) will be identified and used by medical examiners and hiring authorities in the selection process. This information will also be made available for review at the time of any recruitment for that position and at such other times as reasonably required.