

MOJAVE WATER AGENCY
Job Description

Job Title: Water Systems Operator I
FLSA Status: Non-Exempt
Salary Range: 18
Prepared By: Koff & Associates
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SUMMARY

Under immediate supervision of the Department Head, inspects, operates, maintains, services and performs operational repairs and maintenance duties on potable and non-potable water lines for both water supply and water quality, at the Agency's facilities, pipelines, meters, pump stations, wells, etc.; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from the Department Head. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is the entry-level classification in the Water Systems Operator series. Initially under close supervision, incumbents learn and perform routine water system operator duties. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the 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.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

The following statements are intended to describe the general nature and level of work being performed by an individual assigned to this job. Other duties may be assigned.

- Performs a variety of duties relating to operating and maintaining the water supply and water quality, potable and non-potable water lines, including measuring well levels; calibrating instrumentation equipment; investigating leaks; cleaning mains and flushing the water system; and conducting water quality sampling.
- Monitors and operates water systems via Supervisory Control and Data Acquisition (SCADA) systems.
- Performs routine repair and maintenance work for facilities, meters, pipelines, pump stations, wells and various equipment, including, but not limited to, pipefitting, valve repair, cement work, electrical work, carpentry, painting, and plumbing.
- Reviews data and sets up telemetry equipment to operate the waterline in order to ensure an adequate and safe supply of water in the reservoirs and the Agency's pipelines.

- Collects water quality sampling and maintains compliance with the State Water Resources Control Board (SWRCB) potable water lines; monitors and adjusts the delivery of chemicals and materials; and performs calculations.
- Performs some laboratory tests and interprets results for purposes of facility control.
- May conduct inspections for pipeline fabrication.
- Conducts Underground Service Alerts (USA) investigations that include: traveling to specific sites, inspecting and marking areas for the pipeline ensuring contractors comply with specifications, and filing the appropriate report(s).
- Travels to various facilities on a daily basis to perform security checks; monitor condition of structure, equipment, etc.; takes and records meter readings.
- May perform maintenance, as needed, on exercising valves, air vacuum, blow offs, etc.
- Performs related duties and responsibilities, as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Operations and maintenance procedures utilized for water treatment, distribution, pumping and maintenance.
- Principles and methods of water treatment, including basic microbiology, chemistry, and hydraulics as applied to water treatment; basic water treatment processes and the tests used to check the effectiveness of such processes; chemical and biological tests used in monitoring water treatment facility processes.
- Principles and practices of mechanical, electrical maintenance.
- Water quality monitoring and sampling techniques and methods.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relative to the assigned area.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct research, assess information, and/or prepare documentation.

Ability to:

- Inspect, operate, and maintain the water treatment and distribution facility.
- Assist with daily operational controls and monitoring of facility processes, including corrective and repair work on facility systems.
- Perform mechanical repairs, maintenance work, and modifications to equipment used in a water treatment facility; use various mechanic's tools with skill and accuracy.
- Inspect facility operations and detect problems; perform technical procedures in facility operation; learn standard laboratory tests; perform laboratory tests in facility monitoring.

- Calculate flow, volume, detention time, chemical dosage and pressure.
- Recharge pond maintenance including removing sediment, building berms, setting flow rates, calculating percolation rate, and monitoring soil conditions.
- Use a variety of hand and power tools such as a signal generator, welder, and pipeline locator in the performance of daily tasks.
- Read and interpret a variety of documents such as safety rules, operating and maintenance instructions, procedure manuals, maps, charts, gauges, pipeline plans, and profile drawings.
- Calculate figures and amounts such as percentages, proportions, areas and volumes to practical situations;
- Apply concepts of basic algebra and geometry.
- Define problems, collect data, establish facts and draw valid conclusions.
- Exercise sound judgment in response to operational problems.
- Compose routine reports and correspondence.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish and maintain cooperative working relationships with those contacted in the course of business including other employees, managers and executives, vendors, consultants, contractors, and the public.
- Effectively use computer systems, applications, and modern business equipment to perform a variety of work tasks.
- Perform work in accordance with specific safety procedures to minimize potential for injury.

Education and Experience:

High School diploma or G.E.D. and one (1) year of related water operations and maintenance experience.

Licenses and Certifications:

- Valid Class C California Driver's License and current automobile insurance.
- SWRCB Water Distribution Certificate Grade I or attainment within six (6) months of hire.
- Confined Space Entry Certificate or attainment within six (6) months of hire.
- CPR Training Certification.
- First Aid Training Certification.

PHYSICAL DEMANDS

The following physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to see, talk, hear, stoop, bend, use hands to finger, handle or feel, move between offices and work sites, drive various Agency vehicles including a standard passenger vehicle and truck, work outside and up to 30 feet underground. The employee is frequently required to stand for long periods and lift and/or move up to 60 pounds. The employee is occasionally required to work in cramped spaces

or balance on high places. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

The following work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee's work environment ranges from a typical office setting to working outside. The employee is continually exposed to outside weather conditions. The employee is frequently exposed to dust and dirt. The employee is occasionally exposed to fumes, odors, vibrations, poor lighting and hazardous or toxic chemicals. The noise level can range from moderate to loud. May be required to be on call for a 24/7 schedule for a two-week duration.