

CITY OF HEMET

Class Code: 6318 & 6319
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Date Adopted: 06/27/2000
Date Last Revised: 10/23/2012

WATER PRODUCTION SYSTEMS OPERATOR I/II

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under general supervision, learns to perform and performs skilled and semi-skilled work in the operation and maintenance of the City's wells, pumping systems, storage tanks, and chlorination systems; performs water quality testing and control; demonstrates a full understanding of all applicable policies, procedures, and work methods associated with assigned duties; assists in the training and technical supervision of lower level positions if assigned; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS

Water Production Systems Operator I:

The Water Production Systems Operator I is the entry level class in the Water Production Systems Operator series that allows the incumbent to develop journey level knowledge and abilities. Initially, under closer supervision, incumbents perform a variety of tasks in the operation and maintenance of the City's water system. As experience is gained, incumbents are expected to handle most assignments independently. This class is distinguished from the next higher classification of Water Production Systems Operator II in that the latter is responsible for the more complex and difficult duties within the unit and may exercise technical supervision over less experienced staff. This classification is flexibly staffed with Water Production Systems Operator II and incumbents may advance to the higher level after gaining experience and demonstrating a level of proficiency that meets the qualifications of the higher level class.

Water Production Systems Operator II:

The Water Production Systems Operator II is the journey level class responsible for performing the full scope of assigned duties. Incumbents perform the full array of skilled and semi-skilled work in the operation of the City's wells, storage tanks, pumping, and chlorination systems to ensure compliance with federal and state drinking water standards. Employees at this level receive only occasional instruction or assistance, and are expected to work in an independent manner. This class is distinguished from the next higher classification of Water/Wastewater Supervisor, in that the latter is responsible for overall supervision of the City's potable water system.

SUPERVISION RECEIVED/EXERCISED

Water Production Systems Operator I:

Receives general supervision from the Water/Wastewater Supervisor or Water Production Systems Operator II. Incumbents may provide technical and functional supervision to lower level and/or less experienced staff.

Water Production Systems Operator II:

Receives general supervision from the Water/Wastewater Supervisor. May exercise technical and functional supervision over lower level and or/ less experienced staff.

ESSENTIAL FUNCTIONS

Essential functions, as defined under the Americans with Disabilities Act may include, but are not limited to the following characteristics, duties, responsibilities, knowledge, skills and other characteristics:

Operates, inspects, and maintains the City's wells, storage tanks, and pumping systems; operates and checks well production equipment, and regulates reservoir levels to ensure adequate levels to meet water demands; performs preventative maintenance and repairs on wells, pumps, pump motors, generators, chlorinating equipment, control valves, electrical equipment, and flow metering devices; recommends upgrade or replacement of equipment if necessary;

Collects and reviews all water samples required by regulatory agencies; performs chemical treatments and chlorine residual checks at wells; disinfects water within the system; adjusts chlorinators and exchanges chlorine cylinders; oversees the annual system flushing program; provides quality assurance and insures that testing and analysis is conducted within safety standards established by federal, state and local laws, ordinance and regulations; maintains accurate records and logs including flow records and chemical usage; completes periodic reports as required by regulatory agencies.

Monitors and maintains circuit boards and sensors; records all flows, pressures, levels, electrical reads, and related information; troubleshoots and corrects a variety of electrical and mechanical problems involving pumping and measuring equipment; maintains a variety of manual and computerized records and files regarding water production, storage, quality, and weekend pump round scheduling.

Orders parts, supplies, and equipment; maintains appropriate inventory of chlorine, oil and parts; properly stores and maintains materials and supplies; performs security checks at tank sites and maintains locks in good working order.

Demonstrates a full understanding of applicable policies, procedures, and work methods associated with assigned duties; serves in a lead capacity in the training and technical supervision of less experienced personnel; monitors and records the status of flows and equipment, water elevation in tank structures, electrical system voltages, and computer system outputs; conducts regularly scheduled pump inspection rounds; responds to after hours call-outs as assigned. Responds to questions and concerns from the general public regarding water quality issues; provides information as is appropriate and resolves complaints; investigates complaints or claims against the City.

Establishes positive working relationships with representatives of community organizations, state/local agencies, City management, staff, and the public.

WORKING CONDITIONS

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry, and push tools, equipment and supplies weighing 50 pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, hot, and cold. The incumbent may use disinfecting and lubricating chemicals which may expose the employee to fumes, dust, and air contaminants. The nature of the work also requires the incumbent to climb ladders, use power and noise producing tools and equipment, drive motorized vehicles and construction equipment, and work in confined spaces.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of modern principles, practices, methods, and materials used in the operation, maintenance, and treatment of potable water facilities; operational characteristics of water facility equipment, including pumps, electric motors, piping, wells, hydrants, valves, and tanks; principles and practices of bacteriological sampling techniques and mathematical analysis; applicable federal, state and local laws, codes and regulations; methods and techniques for training and leading staff; modern office equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling, and grammar; basic principles of chemistry; occupational hazards and standard safety practices.

Skill to operate an office computer and a variety of word processing and water related software applications; safely and effectively operate a variety of maintenance and testing equipment used in the operation and maintenance of potable water systems.

Ability to perform maintenance, repair, and installation on water facilities and related equipment; implement water quality testing programs, hydrant flushing/testing, and valve exercising; perform periodic preventative maintenance on system components; work independently; interpret, explain, and apply applicable laws, codes and regulations; operate a variety of construction equipment,

vehicles and power and hand tools; perform heavy manual labor for extended periods of time; maintain a variety of records; observe safety principles and work in a safe manner; respond to issues and concerns from the community; respond to after hours call-outs and weekend pump rounds; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

QUALIFICATIONS GUIDELINES

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a **Water Production Systems Operator I/II**. A typical way of obtaining the required qualifications is to possess the equivalent of:

Water Production Systems Operator I:

One year of experience in the construction and maintenance of a municipal water system, one year of experience in the operation and maintenance of water pumping equipment, and a high school diploma or equivalent.

Water Production Systems Operator II:

One year of experience in the construction and maintenance of a municipal water system, three years experience in the operation and maintenance of water pumping equipment, and a high school diploma or equivalent.

CERTIFICATION/LICENSE AND/OR OTHER SPECIAL REQUIREMENTS

Water Production Systems Operator I:

Possession of a valid Class "C" California Driver's License, and maintain a satisfactory driving record. Possession of a Grade I Water Distribution Certificate, issued by the California Department of Health Services. Possession of a Treatment Plant Operator Grade I Certificate, issued by the California Department of Health Services.

Water Production Systems Operator II:

Possession of a valid Class "C" California Driver's License, and maintain a satisfactory driving record. Possession of a Grade II Water Distribution Certificate, issued by the California Department of Health Services. Possession of a Treatment Plant Operator Grade II Certificate, issued by the California Department of Health Services.