

JOB DESCRIPTION

City of Patterson



Human Resources

WATER OPERATOR I

JOB SUMMARY

*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.*

Under close to general supervision from the Utilities Supervisor (Water), the Water Operator I inspects and repairs water meters and water service lines; monitors and records meter readings of water consumption levels and performs related adjustments as needed; collects and transports water samples for lab analysis; conducts bacteriological testing and monitors chlorine levels; and performs other duties as assigned.

The Water Operator I is the entry-level in the Water Operator classification series. Under close supervision, incumbents perform routine tasks and duties, while learning to perform the full range of semi-skilled to skilled journey level work performed by a Water Operator II. The Water Operator I and II classifications are flexibly staffed. Upon recommendation of the Department manager, positions in this classification advance to the journey level II classification after gaining the required experience and certifications, developing the proficiency to perform the full range of journey-level job duties and consistent exemplary job performance ratings.

SUPERVISION RECEIVED AND EXERCISED

Receives close to general supervision from the Utilities Supervisor (Water); may receive assignments from a Water Operator III and guidance from more-experienced Water Operators.

This classification does not routinely exercise supervision of others.

ESSENTIAL DUTIES

Typical essential duties may include, but are not limited to, the following:

Assists with construction and improvement projects as assigned.

Installs, maintains, and repairs water meters and related service lines and water distribution mains.

Monitors and records meter readings of water consumption levels; identifies abnormally high consumption levels.

Opens and closes system valves.

Initiates and discontinues water distribution to residential and commercial establishments as directed.

Inspects water meters and water service lines.

Assists with inspection of storage tanks and pump buildings.

Collects and transports water samples for lab analysis; conducts bacteriological testing and monitor chlorine levels.

Assists with system flushing to maintain good water quality; and with the inspection and repair of pressure reducing valves to ensure proper distribution pressure levels within each zone.

Responds to and investigates routine public inquiries; conducts routine troubleshooting, diagnosis, and problem solving.

Installs and repairs fire hydrants.

Safely and effectively operates a variety of hand and power tools and equipment, including a hand held radio.

Maintains tools and equipment in safe and proper working conditions; and maintains work areas in a clean and orderly condition.

Repairs motors, pumps and other equipment.

Maintains a variety of records related to water meter readings, repairs and maintenance activities.

Assists in maintaining inventory of parts, supplies and equipment.

Responds to waterline emergencies as needed.

Performs related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Principles, practices and procedures related to the operation and maintenance of a water distribution system; methods, procedures and requirements for monitoring water quality levels; pumps, valves and backflow devices; related health and safety regulations and procedures; oral and written communication skills; record keeping techniques; safe work practices and legal and defensive driving practices.

Ability to: Safely operate and effectively maintain specialized hand and power tools and equipment; learn and apply applicable city and departmental policies, practices, and procedures relative to job assignment; read and interpret maps; observe and perform assigned tasks; evaluate situations, identify problems and arrive at logical solutions; use initiative to complete work within prescribed time limits; communicate effectively both orally and in writing; maintain routine records related to work performed; complete reports in an accurate and legible manner; follow health and safety regulations perform basic mathematical calculations; operate personal computers; perform legal and defensive driving techniques; exemplify an enthusiastic, resourceful and effective customer service attitude; work effectively with the public, contractors, and City staff using tact and good judgment under sometimes tense and emotionally charged situations.

NECESSARY SPECIAL REQUIREMENTS

Must be 18 years of age or older.

Must successfully pass a pre-employment medical examination, including a drug screen, fingerprint, background check and reference check.

Must be able to provide proof of U.S. citizenship or legal right to work in the United States.

EXPERIENCE and CERTIFICATIONS

Any combination of education, training and experience that would likely provide the required knowledge, skills, and abilities: Normally this would include:

Education: Must have a High School Diploma or GED equivalent. Any additional recent training, or academic courses and certification programs relevant to this job classification is desirable.

Experience: One (1) year of water distribution or treatment operation and maintenance experience equivalent to the Water Operator-In-Training classification with the City of Patterson.

License or Certificate: Possession of a valid California Class C driver's license at time of appointment.

Possession of a valid California Class B driver's license within one year of appointment.

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

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

PHYSICAL REQUIREMENTS

Physical Requirements: Essential duties require the mental and physical ability to safely drive a variety of vehicles and operate equipment; detect odors and running water; identify mechanical noises; converse on the telephone, two-way radio and in person, often over the noise of machinery; bend, stoop, climb, and stand for long periods of time; read fine print with no color deficiencies to detect color-coded wires and read results of water color tests; manipulate small parts and components; safely lift and maneuver equipment and supplies such as fire hydrants, water meters, grates, large PVC pipe, wire spools, meter boxes, jackhammers, and other equipment and supplies weighing up to 50 pounds; and safely wear self-contained breathing apparatus while entering and working in confined spaces.

Environmental Conditions: Essential duties are performed in both an office and field environment and require the willingness and ability to work scheduled and emergency overtime; work outdoors in all weather conditions; work at night; work in confined and awkward spaces, in heavy traffic and in the presence of noxious odors, toxic chemicals, biological agents, and sewage; work in potentially hazardous areas; wear and use appropriate safety clothing and equipment, including self-contained breathing devices; and attend meetings, workshops, and seminars during work and non-work hours.

This classification is assigned to the miscellaneous bargaining unit for labor relations purposes and are subject to overtime, standby and callback assignments.

Department of Transportation (D.O.T.) Requirement: Incumbents in this job classification may be called upon, at any time, to perform safety sensitive functions, and therefore, may be subject to the Federal Highway Administration D.O.T. regulations and the City's policy concerning drug and alcohol testing as a continuing condition of employment.

FLSA Status: Non-Exempt

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