

City of Bruno

CLASS SPECIFICATION

CLASS TITLE:

WATER SYSTEMS OPERATOR I/II

DEFINITION:

To perform a variety of semi-skilled and skilled tasks in the construction, maintenance, and repair of water distribution, treatment and related systems facilities; and to operate light and moderately heavy power driven equipment.

DISTINGUISHING CHARACTERISTICS:

Water Systems Operator I - This is the entry level class in the Water Systems Operator series. Positions in this class typically have little or no directly related work experience and work under immediate supervision while learning job tasks. The Water Systems Operator I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Water Systems Operator II - This is the journey level class in the Water Systems Operator series and is distinguished from the I level by the ability to perform the full range of duties assigned with only occasional instruction or assistance as unusual or unique situations arise. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

This class is distinguished from the Lead Water Systems Operator in that the latter provides technical and functional supervision over assigned staff.

SUPERVISION RECEIVED AND EXERCISED:

Water Systems Operator I

Receives immediate supervision from a Water Services Field Supervisor and receives technical and functional supervision from a Lead Water Systems Operator.

Water Systems Operator II

Receives general supervision from a Water Services Field Supervisor and receives technical and functional supervision from a Lead Water Systems Operator.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Monitor the operations of the City's water distribution and treatment systems including chemical feeding equipment; utilize telemetry system, filtration equipment, reservoirs and/or storage tanks.
- Excavate, inspect, flush, clean and repair water mains, lines and laterals; perform weed abatement as necessary to clear drains, channels, and ditches.
- Excavate concrete, pavement, and dirt and set up concrete forms as necessary, and backfill open trenches and complete surfaces "to-finish" as appropriate; remove and apply paint and other coatings to water facilities and equipment.
- Install, repair, upgrade and/or replace manholes, fire hydrants, valves, meters, and meter vaults; exercise valves according to preventive maintenance schedules and test water volume and pressure.
- Set up traffic control including signs and barricades, and direct traffic around work sites.
- Operate a variety of equipment including large trucks and medium-sized construction equipment such as loaders, backhoes, trenching machines, and compressors, as well as pipe threaders, sand blasters, and concrete saws.
- Operate leak detection and pipe location equipment relative to excavation, tapping and repair of mains and lines; inspect and assess leaks.
- Repair and/or replace water meters and related mechanisms, including disassembly, cleaning, inspection, replacement and testing of parts; maintain related records; prepare water service for use including installation of water meters and backflow prevention devices.
- Operate pumps, chlorinators, chemical feeders and related equipment used for the treatment of potable water; make necessary adjustments to equipment.
- Read and interpret water system maps and blueprints, including Underground Service Alert marking and notification; locate and mark water mains and other appurtenances.
- Prepare and review mitigation plans and contracts as it relates to erosion control.
- Perform hydrostatic testing and chlorination of new water mains; assist with sampling chlorine levels throughout the City's water system.
- Maintain, repair, lubricate and service plant equipment; adjust pumps, motors and other equipment.
- Collect water samples and perform routine laboratory analysis.
- Perform routine preventive maintenance on tools, equipment, and vehicles used in the work and stock vehicles with adequate supply of tools and equipment needed to perform the work.
- Perform routine ground and facility maintenance.
- Keep records related to work, materials, and maintenance activities, including confined space entry.
- Use a computer to enter and retrieve information related to work assignments and recordkeeping.
- Notify customers of water main shutdowns; respond to customer concerns and questions.
- Represent the City with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.

- Respect and is sensitive towards the cultural and ethnic diversity of the community.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform related duties as assigned.

QUALIFICATIONS:

Water Systems Operator I

Knowledge of:

- Uses and purposes of general construction tools and equipment.
- Modern office practices, methods, and computer equipment including relevant software programs.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Safe work practices.
- Principles and practices of excellent customer service.

Ability to:

- Learn to perform unskilled and semi-skilled tasks in a variety of utility construction and maintenance activities; perform heavy manual labor.
- Learn to perform standardized chemical tests.
- Perform mathematical calculations.
- Understand and carry out oral and written instructions and prioritize workload to meet deadlines.
- Read and understand blueprints, maps, plans, specifications and related technical documents.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishments of City goals, objectives and activities.

Education and Experience:

Any combination of education, experience, and training that would provide the best qualified candidates. A typical way to obtain the knowledge and abilities would be:

- Equivalent to completion of the twelfth (12th) grade.
- No experience is required; some general maintenance and/or construction experience is preferred.

Special Requirements:

- Possession of a valid California Class B driver's license prior to completion of the probationary period.
- Possession of a California State Water Resources Control Board Water Distribution Operator Grade 1 (D1) prior to completion of the probationary period.
- Possession of a California State Water Resources Control Board Water Treatment Operator Grade 1 (T1) certificate prior to completion of the probationary period.

Water Systems Operator II

In addition to the qualifications for the Water Systems Operator I:

Knowledge of:

- Methods, techniques, tools, maintenance and operating characteristics of mechanical equipment used in the construction and maintenance of water systems facilities.
- Safety practices and procedures including, but not limited to, confined space entry, trenching and shoring.

Ability to:

- Independently perform routine semi-skilled and skilled work in the construction, maintenance, operation and repair of water distribution and treatment system equipment and facilities.
- Accurately maintain a variety of logs and records.
- Read and interpret gauges and recording devices.

Education and Experience:

Any combination of education, experience, and training that would provide the best qualified candidates. A typical way to obtain the knowledge and abilities would be:

- Equivalent to completion of the twelfth (12th) grade.
- Two years of increasingly responsible experience performing field maintenance work similar to that of a Water Systems Operator Worker I with the City of San Bruno.

Special Requirements:

- Possession of a valid California Class B driver's license.
- Possession of a California State Water Resources Control Board Water Distribution Operator Grade 2 (D2) certificate by date of appointment and a Grade 3 (D3) certificate prior to completion of the probationary period.
- Possession of a California State Water Resources Control Board Water Treatment Operator Grade 2 (T2) certificate prior to completion of the probationary period.

Working Conditions:

On a continuous basis, know and understand operations, and observe safety rules; intermittently analyze problem equipment; identify and locate equipment; interpret work orders; remember equipment location; and explain jobs to others. Intermittently, sit while studying or preparing reports; bend, squat, climb, kneel and twist when performing installation of equipment; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight of 50 pounds and at times 100 pounds. Work is performed in a typical outdoor environment on a year-round basis, subject to typical street or field noise and exposure to loud equipment and machinery. Positions may be required to work outside of normal business including evenings and weekends. Depending upon assignment, may require standby work assignments. Travel is rare.