



WATER PRODUCTION OPERATOR

DEFINITION

Under supervision, operates and performs repairs and preventative maintenance on pumps, wells, controls, valves, SCADA, treatment facility and related equipment.

SUPERVISION EXERCISED

None

EXAMPLES OF DUTIES

Duties may include but are not limited to:

Monitor telemetry and station levels and make necessary adjustments to maintain adequate supply of water; take daily readings of electric and water consumption meters at pump and well locations; monitor and adjust pressure regulators in water systems.

Perform preventative maintenance at the treatment facility and on pumps and pump motor equipment; inspect booster and well pumps checking for excessive noise, heat or leads; check fluid levels on pumps; change oil and packing at preset intervals.

Install and remove motors in wells and booster pumps; install, repair and/or calibrate a variety of equipment at pump or well stations including meters, pump assemblies, valves, and turbidity units and starting equipment.

Take well soundings, check chlorine residuals for proper levels; measure and add chemicals; check for chemical and chlorine leads and make repairs.

Maintain records of lubrications, calibration and maintenance performed to equipment and machinery; perform maintenance and repair work on pump and well buildings and facilities.

Take water quality complaints; collect and test water samples.

Enter data and prepare reports.

Perform related duties as assigned.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

Methods, techniques for operating pumps, valves, electric motors, and electronic, computerized and manual control systems.

Equipment servicing requirements for water equipment and facilities.

Methods used in chemical, bacteriological and biological analyses.

Standard safety practices required by Cal OSHA in the maintenance water equipment and facilities.

Record keeping and reporting.

ABILITY AND SKILL TO:

Operate pumping, treatment and control equipment and machinery.

Accurately read meters and gauges.

Operate office equipment including computers, copying machines and phone systems.

Read, interpret and apply technical information from manuals, drawings, specifications, layouts, blueprints and schematics.

Make mathematical calculations including metrics.

Prepare records and reports.

Respond to questions from the public and staff.

Plan and organize work to meet schedules and timelines.

Comply with Federal, State and local laws and City policies, procedures and codes.

Communicate clearly both orally and in writing.

Perform duties of an emergency worker in the event of a natural or other disaster.



QUALIFICATIONS

Any combination of education and experience that would provide the required knowledge, abilities and skills is qualifying. A typical way to obtain the qualifications would be:

High school graduation and one (1) year experience in operation, maintenance and repair of motors, pumps, wells and related equipment.

LICENSE OR CERTIFICATE

Must possess or have the ability to obtain an appropriate CA DL and a satisfactory driving record; American Red Cross certifications in C.P.R./ First Aid and Automated External Defibrillator (AED) Essentials.

Possession of a Grade II Water Distribution and Grade II Water Treatment Operator Certificates within one (1) year of appointment.

ESSENTIAL JOB FUNCTIONS/A.D.A.

Ability to operate computer, calculator, telephone, portable radio, copying machine and light and heavy equipment used in fleet maintenance operations

Ability to understand and respond to the public's and staff's requests for assistance both on the phone and in person

Ability to prepare reports, perform mathematical calculations and sort/file documents

Ability to sit, stand and walk for two hours at a time

Ability to lift up to 50 pounds

Ability to get from one location to another in the course of doing business

Ability to work outdoors in all weather conditions including hot with extreme sun exposure, cold and wet

