

UTILITY SYSTEMS OPERATOR I

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

DEFINITION

The incumbent performs a variety of maintenance, operations, and repair work on the City's water distribution system, including pumps, mains, chlorinators, meters, and other equipment; to perform maintenance, operations, and repairs on wastewater treatment facilities; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the first experienced working level in the Utility Systems Operator class series. Incumbents perform a variety of maintenance, operations, and repair work on the City's water distribution and wastewater treatment systems. It is distinguished from Utility Systems Operator 2 by performing less complex work and requiring a lower level of certification. Incumbents in this class are subject to working unusual shifts and hours, including nights and weekends, as well as being "on-call" for emergencies. There is considerable similarity in assignments between Utilities Systems Operator 1 and the Utilities Maintenance Worker class with the skill and knowledge differences based on the certification level required of incumbents.

SUPERVISION RECEIVED AND EXERCISED

- Receives immediate supervision the Utilities Superintendent.
- May receive functional supervision from the Utilities Lead Operator.
- This is not a supervisory class.

EXAMPLES OF ESSENTIAL FUNCTIONS

The following are required duties for this classification. However, employees may be required to perform other related duties at an equivalent level.

- Installs, operates, maintains, and repairs pumps, booster pumps, electric motors, chlorinators, wells, and other equipment;
- Reads meters and charts, ensuring that information is properly recorded;
- Checks for and maintains proper pressure and chlorine residuals;
- Regulates and maintains pressure gauges, switches, automatic valves, remote recorders, and control mechanisms;
- Uses a variety of testing equipment and procedures;
- Conducts well and pump efficiency tests;

- Installs, maintains, and repairs fire hydrants, water mains, gate valves, and other water services;
- Maintains, operates and maintains wastewater treatment facilities;
- Maintains logs of treatment plant operations;
- Takes samples for submission to testing laboratories;
- Calculates loading and feed rates needed for proper operation of treatment facilities;
- Responds to service calls and customer complaints;
- Operates backhoe, dump trucks, and other equipment;
- Operates tapping machines;
- Uses a variety of hand and power tools;
- Maintains a variety of records and reports related to utility system services and operations;
- Conducts field tests on the distribution system;
- Responds to customer service calls related to water quality;
- Works on and maintains water wells;
- Performs a variety of maintenance, repair, and construction assignments.

QUALIFICATIONS

Knowledge of:

- Principles, methods, and practices pertaining to the operation and maintenance of water distribution, wastewater treatment, and pumping systems;
- Record keeping and reporting procedures;
- Practices, tools, equipment, and materials used in utility system maintenance and repair work;
- Laws, rules, regulations, and environmental requirements applicable to operation and maintenance of water distribution, wastewater treatment, and pumping systems;
- Principles and methods of preventive maintenance programs;
- Safe work practices and procedures.

Ability to:

- Perform assignments in the operation, maintenance, and repair of the City utility Systems;
- Inspect water distribution systems for proper and safe operating conditions;
- Collect samples and conduct field tests;
- Skillfully use a variety of hand and power tools in the maintenance, testing, and repair of utility systems and equipment;
- Operate testing equipment;
- Maintain accurate records and reports;
- Deal tactfully and courteously with the public;
- Establish and maintain cooperative working relationships.

Training and Experience:

Any combination of training and experience that would likely provide the required knowledge and abilities is qualifying.

A typical way to obtain the required knowledge and abilities would be:

Through on-the-job training, a Utilities Systems Operator I is expected to obtain the skills and knowledge necessary to advance to journey-level performance. Incumbents work under close supervision and work is frequently reviewed for overall results.

Special Requirements:

- Possession of an appropriate California Driver's License, as determined by the equipment operation needs and service requirements of the City;
- California Grade I Wastewater Treatment Plant Operator Certification. Must be obtained within 12 months and obtain a California Grade II Wastewater Treatment Plant Operator Certification within 24 months;
- California Water Distribution Operator I certification Must be obtained within 18 months.

PHYSICAL REQUIREMENTS

- **Environmental Conditions:** Work is performed in a variety of different environments with exposure to varying weather conditions including high temperatures, rain, and wind on a year-around basis; Work is performed with exposure to hazardous materials, smoke, gasses, and fumes; with exposure to hazards such as, moving machine parts and live electrical current Frequent, occasional exposure to loud and/or high frequency noise.
- **Mobility:** Occasional performance of heavy manual labor; Occasional standing or driving for long period of time; use of computer, Occasional climbing, work at heights above 10 feet; working on ladders, bending, stooping, crawling, and squatting.
- **Lifting:** Occasional lifting up to 50 pounds; infrequent lifting up to 100 pounds with assistance.
- **Vision:** Constant use of overall color vision.
- **Dexterity:** Frequent grasping, holding, and reaching.
- **Hearing/Talking:** Frequent hearing and talking in person and via radio and telephone.
- **Emotional/Psychological:** Frequent contact with other staff, outside agencies and the general public; occasional working alone.

(The contents of this classification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment)