



## ROWLAND WATER DISTRICT

### WATER SYSTEMS OPERATOR I

#### **Definition**

Under general direction of the Operations Superintendent or the Water Systems Supervisor, the primary duties and responsibilities of this position involve performing the following: operating, maintaining and repairing potable and recycled water transmission and distribution pumping and storage systems; monitoring and maintaining water quality standards; and performing other related duties as required.

**Example of Duties** – Duties may include but are not limited to the following:

- Controls daily operational functions of potable and recycled water distribution and storage systems.
- Performs and documents preventive maintenance procedures on water system facilities.
- Collects and analyzes water quality data and prepares mandatory chemical and microbiological reports.
- Performs and documents regular inspections of portable and stationary emergency backup power equipment.
- Performs tasks related to the District's Cross-Connection Control and Backflow Prevention Program.
- Maintains written and electronic databases for: source and finished water quality analyses; preventive maintenance procedures; fire-flow evaluations; customer water quality complaints; and cross-connection control and backflow prevention assembly inspections.
- Assists in collecting and recording water supply and water quality data for mandatory compliance and reporting purposes.
- Stays current with water quality regulations and works cooperatively with other District personnel to ensure the compliance of water quality regulations, standards and objectives.
- Utilizes appropriate safety equipment and procedures in the performance of duties.
- Responds to emergency situations on an "as needed" basis.
- Performs other tasks as assigned.
- Operates the District's water distribution system through the use of computer-based telemetry control, monitoring and alarm system, taking corrective measures to ensure its continued efficient operation and maintenance of water quality standards. Plans, implements, performs, and monitors routine and non-routine mechanical work activities within the distribution system.

### **Typical Physical Activities**

Physical activities may include but are not limited to:

- Operates various types of District vehicles used in daily field operations.
- Must be able to frequently carry, push, pull and lift equipment or parts weighing up to 50 pounds, occasionally lifting up to 90 pounds may be required.
- Performs strenuous tasks while wearing a respirator.
- Performs procedural tasks in environments which may involve exposure to chemicals typically used in water transmission and distribution.
- Entry into various degrees of permitted confined spaces and climbing ladders to heights up to 50 feet.
- Extended or intermittent periods of walking, climbing, lifting, bending, pulling and/or pushing, grasping, reaching, stooping, crouching, sitting or standing.
- Works in inclement weather and environments exposed to heat, noise, dust and dirt.
- Keyboard entry, reading, writing, color determination.

### **Basic Knowledge of:**

- Procedures, methods, tools and equipment used in the operation and maintenance of water distribution equipment and appurtenances.
- Types of information technology (IT) systems used in telemetering.
- Mathematical principles related to water industry computation of flows, pressures, volumes and chemical dosages.
- Approved regulatory procedures for water quality sample collection and handling.
- Facility maintenance record keeping.
- Safety requirements relating to electricity, confined space, chemical handling and rotating machinery.
- Drinking water standards and regulatory compliance.
- Relevant regulatory agencies and their representatives.
- Applicable uses of Office Suite software programs and other related software applications.
- Chemical feed pumps, analyzers, and Chloramines.

### **Basic Ability to:**

- Accurately read and interpret meters, gauges, instruments and charts.
- Maintain, repair, or facilitate repairs to water system facilities, pumps, motors, IC engines, reservoirs, meters, telemetering equipment, control valves and water mains.
- Service emergency pumping or electrical generating equipment.
- Collect and handle water quality samples.
- Perform applicable mathematical calculations.
- Deal tactfully and courteously with the public, the District's contractors/vendors, or other interested parties.
- Operate motorized vehicles and power driven equipment used in water service work.
- Maintain accurate inventory and maintenance recordkeeping.
- Employ practical writing and computer skills.

**Basic Ability to (continued):**

- Establish a cooperative working relationships with other District employees and promote practical conflict resolution when needed.
- Perform tasks with hearing and vision capabilities corrected to normal ranges.
- Operate maintain and monitor Residual Control Systems, wells, pump stations, inter-connections, telemetry systems, and reservoirs.

**Desirable Education and Experience**

High school diploma or equivalent. Two (2) years' experience in operating and maintaining water distribution systems.

**Special Requirements**

Possession of a valid California driver's license (Class C) issued by the California Department of Motor Vehicles with satisfactory evidence of a good driving record. This position's driving record must be free of multiple or serious traffic violations or accidents which would adversely affect the District's automobile liability insurance rates.

Certification as a State of California, Division of Drinking Water, Grade D2, Water Distribution Operator.

Certification as a State of California, Division of Drinking Water, Grade T1, Water Treatment Operator.

Certification as an AWWA CA/NV Section Backflow Prevention Assembly - General Tester within 18 months of appointment

Satisfactory results received from a physical examination, including pulmonary function test and drug screening. The District will also conduct a comprehensive pre-employment background investigation.

Required to be on stand-by duty status for a continuous period of seven (7) days at scheduled intervals throughout the year. Stand-by duty status requires regular verification of potable and recycled water system conditions and the immediate response to emergency alarms or callouts.

In order to respond to emergencies in a reasonable time period, this position requires that the employee must be capable of responding and reporting to the District service area boundaries within thirty (30) minutes, given moderate traffic conditions, to any call to service. Travel time from employee's residence shall be estimated by Google Maps or some equivalent software and approved by employee's supervisor.

This position serves a mandatory six-month probation period.

**Overtime Assignments**

The purveyance of water is a vital service to the community and as such requires the availability of District personnel at all times. Consequently, employees will be required to respond to emergency calls, accept periodic overtime assignments, and perform any and all duties deemed necessary by the District. Lacking a bona fide excuse satisfactory to the District, a failure to report when called could result in termination.

**Fair Labor Standards Act**

For the purposes of the Fair Labor Standards Act, this position shall be considered a General Employee Unit, “non-exempt” position.

**Equal Opportunity Employer**

Rowland Water District is an equal opportunity employer and does not discriminate in hiring, training, promotion, compensation or terms of employment on the basis of race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status or sex.

**Americans With Disabilities Act**

The District will make such reasonable accommodation to enable persons with disabilities to fulfill the requirements of the position in accordance with the Americans with Disabilities Act of 1990.

*Job Descriptions only present a descriptive summary of the range of duties and responsibilities for the specified position. Therefore, Job Descriptions **may not include all** duties performed by individuals holding the position. In addition, job descriptions are intended to outline the **minimum** qualifications necessary for entry into the position and do not necessarily convey the qualifications of incumbents within the position. Job Descriptions shall be periodically reviewed and updated by the General Manager.*

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**I have reviewed this Job Description with my Supervisor and agree with its contents.**

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Employee Signature

Date

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Supervisor Signature

Date