

**CITY OF MOUNTAIN VIEW  
CLASS SPECIFICATION**

<b>Position Title:</b> Water Operations Specialist	<b>Job Family:</b> 6
<b>General Classification:</b> Front-Line	<b>Job Grade:</b> 26

**Definition:** To coordinate and perform skilled work in the operation and maintenance of potable and recycled water distribution system activities and provide technical supervision over assigned Water System Operations personnel.

**Distinguishing Characteristics:** This is the advanced journey-level class within the Water System Operator series and receives and delegates assignments from the Water Superintendent. This class is distinguished from the Senior Water System Operator by the level of responsibility assumed and complexity of duties assigned. Employees perform the most difficult and responsible types of technical duties assigned to classes within this series, including performing technically complex maintenance duties and providing technical supervision over assigned staff. Employees at this level are required to be fully trained in all procedures related to potable and recycled water system operation and maintenance. Employees at this level receive minimal instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies within the work unit. The Water Operations Specialist may be designated as “shift operator” and may act in the capacity of “chief operator” in his/her supervisor’s absence as defined by the California Water Resources Control Board.

Receives immediate supervision from the Water Superintendent. Exercises technical supervision over assigned personnel.

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

1. Receive daily Water Operation assignments from the Water Superintendent. Provide technical supervision over assigned water operations personnel, including developing work plans, procedures, and schedules related to water operations maintenance and repairs.
2. Work with the Water Superintendent to develop and implement water system operations strategies.
3. Assign, monitor, and record the work of the Water System Operators and Senior Water System Operators.
4. Coordinate the work of the Water Operations group with water distribution system maintenance and repair and water quality maintenance activities.

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5. Respond to customer complaints relating to water system pressure, flow, and water quality.
6. Assist with developing budgets for water and recycled water system maintenance and repair projects.
7. Maintain water quality test equipment in full working order, calibrate as required, and return to manufacturer for service as needed.
8. Maintain logs of daily activities, including: water production, well activity, pump run times, chemical usage, water loss, reservoir levels, fluoride and disinfection residuals, and maintenance performed.
9. Maintain, replace, and repair water main lines, services, and appurtenances as required.
10. Collect and test daily water system samples in the field to ensure disinfection and fluoride residuals in the water system are maintained within the mandated ranges.
11. Monitor, and operate as required, water system flow and pressure using SCADA equipment; adjust pumps and valves to maintain correct zone pressures and flows.
12. Maintain chemical injection equipment, including pumps, valves, vats, injectors, and related piping and ensure an adequate supply of chemicals is always stored.
13. Perform water system rounds on a daily basis (including weekends and holidays) when on call; respond to water system emergencies and SCADA alarms.
14. Assist in preparation of weekly and monthly reports and attend water operations meetings as required.
15. Perform leak repairs, pressure tests, fire flows, valve maintenance, water system flushing, fire hydrant repairs, and traffic control for U.S.A. locates.
16. Perform other related duties as required.

**Minimum Qualifications:**

Knowledge of: Common tools and materials used in assigned area of responsibility; basic water system repair and maintenance procedures and

practices; techniques and procedures used in basic masonry, carpentry, metal, and mechanical work; water system operator techniques; computers and computer input; SCADA and SCADA alarms; chemical injection equipment and operating procedures; basic water sampling techniques; pumps and valves used in the water supply system; City's water sources and supply systems and related monitoring and regulating devices; section policies, standards, and procedures pertaining to maintaining an adequate potable water supply; techniques and procedures for maintaining and performing repairs on electrical control systems, hydraulic control valves, pump control valves, and related instruments; techniques and procedures for disinfecting water storage facilities; trenching and shoring safety practices; and record-keeping requirements and procedures related to monitoring and regulating the City water supply.

Ability to: Operate motorized equipment such as dump trucks and front-end loaders skillfully and safely; communicate clearly and concisely, both orally and in writing; learn to use specialized equipment; perform heavy manual labor; learn and follow all department safety practices; obtain a working knowledge of the SCADA system and required computer input; maintain chemical injection equipment; collect and analyze water samples; learn techniques and procedures for monitoring and regulating potable water supply; record readings of meters and water supply instruments; monitor and regulate the water supply system; perform preventive maintenance and routine repair on electrical control systems, mechanical control systems, hydraulic control valves, pump control valves, and related instruments; disinfect water storage facilities; act as chief operator when required; and coordinate water system operations with water quality and water distribution activities.

**Experience and Training Guidelines:** Combination of relevant experience, education, and training that satisfies the required minimum qualifications, knowledge, and abilities.

Three years of experience equivalent to a Water System Operator with the City of Mountain View, including one year of experience equivalent to a Senior Water System Operator with the City of Mountain View. Education equivalent to the completion of the 12th grade supplemented by community college course work in supervisory management or the City's supervisory training course prior or within two years of appointment.

**Required Licenses or Certificates:** Possession of a valid California Class B Driver License at time of appointment; possession of a valid California Water Resources

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Control Board Water Distribution Operator Grade 4 certification and a valid Water Treatment Operator Grade 2 certification at time of appointment.

**Working Conditions:** Preemployment and periodic respiratory examinations may be required for this classification. May require work in confined spaces using necessary precautions prior to entering confined spaces and work outdoors in a variety of weather and terrain.

Established: October 2017

Revised: November 2018

HRD/CLASS SPECS

Water Operations Specialist