

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Water System Operator/Senior Water System Operator	Job Family: 6/6
General Classification: Front-Line	Job Grade: 21/25

Definition: To perform a variety of semiskilled and skilled work in the operation and maintenance of water distribution systems.

Distinguishing Characteristics:

Water System Operator: This is the entry-level class within the Water System Operator series. This class is distinguished from the Senior Water System Operator position by the performance of the more routine tasks assigned to workers in this series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters related to established procedures and guidelines as are positions allocated to the Senior Water System Operator level. Since this class is typically used as a training class, employees may have only limited or indirectly related work experience. Employees work under immediate supervision while learning job tasks. After an appropriate training period, the Water System Operator may be designated as "shift operator" as defined by the California Department of Public Health.

Senior Water System Operator: This is a journey-level class within the Water System Operator series. This class is distinguished from the Water System Operator by the assignment of the full range of duties assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the Water System Operator level. Senior Water System Operator 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 Department of Public Health.

Supervision Received and Exercised:

Water System Operator: Receives immediate supervision from assigned supervisor; receives technical supervision from assigned supervisor (chief operator) and Senior Water System Operator.

Senior Water System Operator: Receives immediate supervision from assigned supervisor. Exercises technical supervision over assigned personnel. Acts as "chief operator" in his/her supervisor's absence.

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

1. Respond to customer complaints relating to water system pressure, flow and water quality.
2. Maintain water quality test equipment in full working order, calibrate as required and return to manufacturer for service as needed.
3. 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.
4. Maintain, replace and repair water main lines, services and appurtenances as required.
5. Collect and test daily water system samples in the field to ensure disinfection and fluoride residuals in the water system are maintained within the correct ranges.
6. Monitor, and operate as required, water system flow and pressure using SCADA equipment; adjust pumps and valves to maintain correct zone pressures and flows.
7. Maintain chemical injection equipment, including pumps, valves, vats, injectors and related piping and ensure an adequate supply of chemicals is always stored.
8. Perform water system rounds on a daily basis (including weekends and holidays) when on call; this will include responding to water system emergencies and SCADA alarms.
9. Assist in preparation of weekly and monthly reports and attend water operations meetings as required.
10. Perform leak repairs, pressure tests, fire flows, valve maintenance, water system flushing, fire hydrant repairs and traffic control for U.S.A. locates.
11. Perform related duties as required.

Minimum Qualifications:

Water System Operator:

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; and basic water sampling techniques.

Ability to: Operate motorized equipment such as dump trucks and front-end loader; communicate clearly and concisely, both orally and in writing; learn to use specialized equipment; perform heavy manual labor; learn all department safety practices; get 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; and record readings of meters and water supply instruments.

Experience and Training: Education equivalent to completion of the 12th grade, two years of water distribution experience equivalent to that required for the Water Utility Worker II in the City of Mountain View.

Required Licenses or Certificates: Possession of a valid Class C California driver's license at time of hire, and possession of a Class B license within six months of appointment. Possession of a valid California Department of Public Health Water Distribution Operator Grade 3 certification and a California Department of Public Health Water Treatment Operator Grade 1 certification at time of appointment; possession of valid California Department of Public Health Water Distribution Operator Grade 4 and California Department of Public Health Water Treatment Operator Grade 2 certifications are highly desirable.

Senior Water System Operator:

In addition to the requirements for the Water System Operator:

Knowledge of: Principles and practices of maintenance and repair activities related to areas of assignment; 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; record-keeping requirements and procedures related to monitoring and regulating the City water supply.

Ability to: Monitor and regulate water supply system; perform preventative 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; coordinate water system operation with the Water Quality Technician to maintain water quality.

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Experience and Training Guidelines: Education equivalent to the completion of the 12th grade, two years of system operator experience equivalent to that required for Water System Operator in the City of Mountain View.

Required Licenses or Certificates: Possession of a valid California Class B driver's license at time of appointment; possession of a valid California Department of Public Health Water Distribution Operator Grade 4 certification at time of appointment; possession of a valid California Department of Public Health Water Treatment Operator Grade 2 certification at time of appointment.

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