

City of San José
CLASS SPECIFICATION

Title: Water Systems Assistant Operator I/II (3631/3637)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Environmental Services	Water Systems Operations Foreperson I/II	Non-Exempt

CLASS SUMMARY

Assists in the day to day field operations of potable and recycled water systems in a training capacity. Duties include water meter reading, water sampling, maintaining pump stations and reservoirs, and testing and replacement of water meters and valves in accordance with regulations of the California State Water Resources Control Board (SWRCB) or successor agency. Performs other related duties as required.

DISTINGUISHING CHARACTERISTICS

This is a two-level flexibly staffed, which is the first level in the Municipal Water Systems Operations series. Water Systems Assistant Operator I/II provides an entry-level classification. Incumbents in this class are in a training capacity and must satisfy certification and on-the-job training requirements. This classification differs from the next higher class of Water Systems Operator I/II/III in that incumbents of the latter perform journey level work in the maintenance and operation of the Municipal Water System, and may provide lead direction to Water Systems Assistant Operator I/II. Depending on the work group, assignments will be made to any shift needed for an around-the-clock operation. Incumbents must also be available for work on Saturdays, Sundays, and Holidays. Water Systems Assistant Operator II may work standby duty as needed.

Duties require a heavy level of physical exertion, including exerting up to 100 pounds of force occasionally, and or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects (e.g. large hand tools, pipes, or other water equipment). Incumbents work with large industrial equipment and machinery, in confined spaces, outdoors, and around hazardous materials. Incumbents may be required to utilize self-contained breathing apparatus (SCBA) equipment, which requires the ability to pass an annual fit and spirometry test.

QUALIFICATIONS

(These qualifications are typically required. An equivalent combination of education and experience sufficient to satisfactorily perform the duties of the job may be substituted.)

Minimum Qualifications

Education and Experience

Water Systems Assistant Operator I

Successful completion of high school, General Educational Development (G.E.D.) Certificate, or California Proficiency Certificate.

Water Systems Assistant Operator II

One (1) year experience as a Water Systems Assistant Operator I with the City of San José.

Required Licensing (such as driver's license, certifications, etc.)

- Possession of a valid driver's license authorizing operation of a motor vehicle in California.
- **Water Systems Assistant Operator I:**
 - Possess and maintain valid SWRCB Distribution Operator Grade 1 certification is required within one (1) year of appointment.

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- **Water Systems Assistant Operator II:**
 - Possess and maintain valid SWRCB Distribution Operator Grade 1 certification.
 - Possess and maintain valid SWRCB Water Treatment Operator Grade 1 certification within one (1) year of appointment.

Other Qualifications

(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)

Basic Competencies

(Needed at entry into the job in order to perform the essential duties.)

- Job Expertise - Demonstrates knowledge of and experience with applicable professional/technical principles and practices, including hand and power tool uses, meter reading technologies, water systems services and local geography, Citywide and departmental procedures/policies and federal and state rules and regulations.
- Communication Skills - Communicates and listens effectively and responds in an timely, effective, positive and respectful manner; written reports and correspondence are accurate, complete, current; well-organized, legible, concise, neat, and in proper grammatical form responds to statements and comments of others in a way that reflects understanding of the content and the accompanying emotion; asks clarifying questions to assure understanding of what the speaker intended, ensures consistent communication takes place within area of responsibility.
- Computer Skills - Experience with common business computer applications including but not limited to: MS Outlook, MS Word, MS Access, and MS Excel.
- Customer Service - Demonstrates the ability to anticipate customers' needs and deliver services effectively and efficiently in a timely, accurate, respectful and friendly manner.
- Problem Solving - Approaches a situation or problem by defining the problem or issue; determines the significance of problem(s); collects information; uses logic and intuition to arrive at decisions or solutions to problems that achieve the desired outcome.
- Team Work & Interpersonal Skills - Develops effective relationships with co-workers and supervisors by helping others accomplish tasks and using collaboration and conflict resolution skills

Desirable Qualifications

(Knowledge, skills and abilities; licenses, certificates, education, experience that is more position specific and/or likely to contribute to more successful job performance.)

Knowledge of:

- Water regulations, safety management, SWRCB OSHA, American Water Works Association, and local compliance regulations as it relates to the Municipal Water System and obtain required certifications.

Ability to:

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- Learn and follow safety procedures.
- Learn to safely operate various valve machine operations, generators, and other large equipment and vehicles utilized in the Municipal Water System.
- Install, maintain, repair, and replace equipment in the municipal water system including pump stations, wells and reservoirs, pumps, pipes, valves, hydrants, and meters.
- Read water systems maps and as-built construction plans.
- Maintain a variety of logs and work records.
- Read and interpret plans, diagrams, sketches, and blueprints.
- Perform preventative maintenance on fire hydrants, water meters, air relief valves, pumps, motors, and control valves.

DUTY NO.	TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FRE-QUENCY*
1.	Read water consumption figures from residential and commercial water meters; enter readings into hand-held computer data recorders; and download meter information from hand-held recorders to computers.	Continuous
2.	Work closely with Water Systems Operators and Water Systems Operations Forepersons to learn various aspects of operations and maintenance of the water systems equipment.	Continuous
3.	Learn to test meters for proper operation and report malfunctioning meters.	Occasional
4.	Respond to customer inquiries regarding readings and rates.	Occasional
5.	Perform minor field repair and service on water meter reading equipment.	Occasional
6.	Report leaks in the water systems equipment, including hydrants, meters and pipes.	Occasional
7.	Participate in tailgate safety meetings and on-the-job, classroom, and computer based trainings.	Occasional
8.	Turn water services on and off at customer premises.	Frequent
9.	Maintain water systems property and equipment by painting and replacing meter box lids, trimming foliage, and clipping plants and bushes.	Frequent
10.	Assist with route map design and revision.	As Required

*Frequency defined as %, (totaling 100%) *or* “Continuous” (daily or approximately 20%+), “Frequent”(weekly or approximately 15%+), “Occasional”(monthly or approximately 10%+), “As Required”(Intermittent or 5% or less)

CLASSIFICATION HISTORY <i>Created 5/80, Rev. 8/90, Rev. & Ret. 9/16 (Formerly Water Meter Reader); s001</i>
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