

City of San José
CLASS SPECIFICATION

Title: Water Systems Operator I/II/III (3632/3638/3639)

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

CLASS SUMMARY

Performs day to day field operations of potable and recycled water systems. Duties include water sampling, maintaining pump stations and reservoirs, testing and replacement of water meters and valves, and responding to emergencies. This classification ensures that regulations set by the California State Water Resources Control Board (SWRCB) or successor agency, are followed as daily tasks are performed. Performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a three-level flexibly staffed class, which is the second level in the Municipal Water Systems Operations series. Water Systems Operator I/II/III is a journey-level classification. Water Systems Operator I/II/III differs from the next higher class of Water Systems Operations Foreperson I/II in that incumbents of the latter provide lead direction to Water Systems Operators I/II/III and Water Systems Assistant Operators I/II. Incumbents may provide lead direction to Water Systems Assistant Operators I/II when assigned to provide assistance. 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. The incumbents in this position will be required to serve standby duty on a rotation basis and comply with the Division's Standby Policy. Water Systems Operator III may perform supervisor standby duty as required.

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 Operator I

One (1) year general experience in maintenance, repair and installation in the water utility industry or similar industrial work environment.

Water Systems Operator II

One (1) year experience in potable water distribution or treatment operations experience at a distribution or treatment facility.

Water Systems Operator III

One (1) year experience as a Water Systems Operator II for the City of San José.

City of San José
CLASS SPECIFICATION

Title: Water Systems Operator I/II/III (3632/3638/3639)

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 Operator I:**
 - Possess and maintain valid SWRCB Distribution Operator Grade 1 certification.
 - Possess and maintain valid SWRCB Water Treatment Operator Grade 1 certification.
- **Water Systems Operator II:**
 - Possess and maintain valid SWRCB Distribution Operator Grade 2 certification.
 - Possess and maintain valid SWRCB Water Treatment Operator Grade 1 certification.
 - Possession of a valid California Class A driver's license.
- **Water Systems Operator III:**
 - Possess and maintain valid SWRCB Distribution Operator Grade 3 certification.
 - Possess and maintain valid SWRCB Water Treatment Operator Grade 1 certification.
 - Possession of a valid California Class A driver's license.

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 water regulations, safety management, water sampling and treatment best practices, meter reading technologies, water systems maintenance and repair practices and equipment, chlorination and disinfection specifications, chemical analysis, and water system hydraulics, 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 - Experienced with common business computer applications including but not limited to: MS Outlook, MS Word, MS PowerPoint, 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.

Planning - Acts to align own unit's goals with the strategic direction of the organization; Defines tasks and milestones to achieve objectives, while ensuring the optimal use of resources to meet those objectives.

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

City of San José
CLASS SPECIFICATION

Title: Water Systems Operator I/II/III (3632/3638/3639)

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.)

Water Systems Operator I

Ability to:

- Obtain a valid California Class A or B driver's license.

DUTY NO.	<u>TYPICAL CLASS ESSENTIAL DUTIES:</u> (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.	Perform daily work orders and hydrant maintenance work orders; including maintenance, installation, and repair of valves, meters, pumps, pipes, and other water systems equipment.	Continuous
2.	Troubleshoot customer complaints and respond to customer inquiries regarding water quality, high bills, or no water.	Frequent
3.	Perform weekly bacteriological, general physical, and special water samples.	Frequent
4.	Ensure safety through traffic control, worksite safety inspections, PPEs, and public safety.	Frequent
5.	Process paperwork related to daily activities, maintain documents, and record changes and adjustments.	Frequent
6.	Read water systems maps and as-built construction maps, and interpret plans, diagrams, sketches, and blueprints.	Frequent
7.	Perform preventative maintenance programs at pump stations, wells, and reservoirs.	Occasional
8.	Communicate with staff and contractors.	Occasional
9.	Direct and coordinate water system outages, shutdowns, limitations, and information from field surveillance.	Occasional
10.	Perform emergency repairs on water meter reading equipment.	As Required
11.	Read and record data from water meters, pressure gauges, tank level indicators, and well-level indicators.	As Required
12.	Serve in standby duty and abide by the division's Standby Policy.	As Required
13.	Remain current on safety classes, courses, and certifications as required in the performance of the duties of the position.	As Required
14.	Perform other duties of a similar nature or level.	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 Created 5/80, Rev. 2/83, Rev. 8/87, Rev. 4/90, Rev. 8/01, Rev. & Ret. 06/16 (Formerly Water Systems Technician); s002