



OPERATIONS TECHNICIAN-IN-TRAINING

Engineering-Operations Department

Range: 30

Salary:

JOB DEFINITION: Under supervision, to learn to perform minor through major maintenance and repairs to vertical deep well pumping stations, booster stations, sewer lift stations, hydroelectric generators and various reclamation plant equipment; and to perform related duties as required.

SUPERVISOR: Water Operations Supervisor

REPORTS TO: Operations Technician Foreman

DISTINGUISHED FROM HIGHER RANGE POSITION(S):

This is an entry level position in the Operations Technician series. An employee filling this position will be required to make steady, documented progress as they are trained in order to advance to a higher position within the Operations Department. Further, placement within this position requires that the employee obtain their T2 Water Treatment certification from the State of California within two years, or they will be reclassified to a Water Service Worker I position, or, if the situation warrants, released from employment.

In order to advance to an Operations Technician I position, an employee will be required to have greater working experience and knowledge of the Agency's facilities, as well as D1 Water Distribution and T2 Water Treatment certificates issued by the State of California.

EXAMPLE OF DUTIES:

With supervision will learn to perform regularly scheduled preventative maintenance work on pumping station equipment, inspect well sites and booster stations daily for proper operation, lubrication, oil levels, excessive heat, noise or leaks, and make minor adjustments as directed to correct any problems found in those areas; respond to SCADA (Supervisory Control and Data Acquisition) system alarms pertaining to pumping station malfunctions; maintain and repair pumps, replace bearings, valves, seals, and sleeves, and repacks pumps; check and maintain meters, gauges and control panels; perform a variety of electrical work; perform water sampling and analysis; paint and maintain pumping station equipment in a clean and orderly condition; may learn to perform work as mentioned above in relation to hydroelectric and water recycling equipment; assist with 1-ton and 150-pound chlorine container replacement; perform pump operation duties on weekends and on a relief basis; may be required to work a schedule other than a standard five-day work week, and with respect to stand-by, is expected to be on 24-hour emergency call and respond within 30 minutes to D.W.A. Operations Center when notified.

QUALIFICATIONS:

Schooling: High School Diploma or G.E.D.

Certification(s): Grade D1 Water Distribution certification from the State of California.
Successful passage of medical exam in conjunction with S.C.B.A.

Experience: Any combination of training and experience which would likely provide the required knowledge and abilities needed for this position.

License(s): Possession of a valid drivers' license issued by the California Department of Motor Vehicles appropriate for the use of Agency vehicles required in the fulfillment of the job duties for this position, with an acceptable driving record.

Knowledge of: Basic principles of water distribution mathematics; Agency source of supply and storage facilities; entry level distribution system operational procedures; chemical, physical and bacteriological characteristics of our sources of groundwater and surface water supply; water disinfection process, including the characteristics of chlorine; water pressure measurement and control; water quality levels and sampling techniques; recognition of cross connection, its' significance, and related prevention measures; various types of pumps and motors and their routine preventative maintenance; causes of cavitation and water hammer; units of electrical measurement; general safety requirements; Agency security and emergency response requirements.

Ability: Work independently under general supervision, understand and carry out oral or written instructions; detect malfunctions and make logical suggestions for effective courses of action for correcting them; perform a variety of basic electrical work; maintain basic work records; and establish and maintain cooperative and professional relationships with fellow employees.

PHYSICAL REQUIREMENTS:

Climbing: yes no **Frequency:** Continual Often Infrequently Never

Examples: Going up and down ladders, getting into large vehicles, climbing into/out vaults, etc.

Bending: yes no **Frequency:** Continual Often Infrequently Never

Examples: Performing repairs, facility installations, testing of machinery, etc.

Lifting: yes no **Frequency:** Continual Often Infrequently Never

Examples: Lifting motors, vault lids, oil cans, etc.

Digging: yes no **Frequency:** Continual Often Infrequently Never

Examples: Digging for electrical conduit line, etc

Sedentary/sitting: yes no **Frequency:** Continual Often Infrequently Never

Examples: Driving or riding in vehicles, sitting at desk

Standing: yes no **Frequency:** Continual Often Infrequently Never

Examples: Standing on pavement, dirt, concrete at work sites or in Agency facilities

Repetitive motion: yes no **Frequency:** Continual Often Infrequently Never

Examples: Operation of hand tools such as screwdriver, wrench, hammer, etc.

Respiratory (requiring use of respirator or face mask) yes no

Examples: When entering reservoirs, recycling facilities, sewer facilities, etc.

WORK ENVIRONMENT:

Generally, work is typically performed outdoors and will take place in all weather conditions, including extreme heat in excess of 110°; on occasions, work will be assigned within the Agency Operations Center or outlying Agency facilities.

I have reviewed this Job Description with my Supervisor and received a copy.

Employee Signature

Date

Supervisor Signature

Date

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.