



OPERATIONS TECHNICIAN I
Engineering-Operations Department

Range: 37
Salary:

JOB DEFINITION: Under supervision of the Water Operations Supervisor and Operations Technician Foreman, 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 LOWER RANGE POSITION(S):

This is the first level in the Operations Technician series. In order to advance to an Operations Technician I position, an employee will be required to (1) acquire the necessary certification, and (2) have greater working experience and knowledge than the entry-level Operations Technician-in-Training position.

In order to advance to an Operations Technician II position, an employee will be required to have greater working experience and knowledge of the Agency's facilities than the Operations Technician I position, and obtain D2 Water Distribution certification.

EXAMPLE OF DUTIES:

With supervision from the Water Operations Supervisor, Operations Technician Foreman and/or Technicians II and III, performs regularly scheduled preventative maintenance work on pumping station equipment, inspects well sites and booster stations daily for proper operation, lubrication, oil levels, excessive heat, noise or leaks, and makes minor adjustments as directed to correct any problems found in those areas; learns to independently maintain and repair chlorinator injector systems, vacuum regulators, chlorine gas detection systems, pumps for liquid chlorine, halogen automatic valve closing systems, chlorine feed lines and chlorine analyzer systems; trained to, and assists with, dealing with chlorine leaks; responds to SCADA (Supervisory Control and Data Acquisition) system alarms pertaining to pumping station malfunctions; maintains and repairs pumps, replace bearings, valves, seals, and sleeves, and repacks pumps; checks and maintains meters, gauges and control panels; learns to independently check and maintain chlorine equipment and residuals within system and stream sources requiring chlorine, performs system chlorination as needed, collects system samples, well samples and chlorine residual within system; performs a variety of electrical work; performs water sampling and analysis; paints and maintains pumping station equipment in a clean and orderly condition; oversees the work of outside contractors in the case of major overhaul or installation of new pumping equipment; may perform work as mentioned above in relation to hydroelectric and water recycling equipment; trains to assist with 1-ton and 150-pound chlorine container replacement; performs 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 T2 Water Treatment and Grade D1 Water Distribution Certification from the State of California.
Successful passage of medical exam in conjunction with S.C.B.A.

Experience: At least one year of experience in performing mechanical repairs to pumping stations and related equipment, or 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: Principles, techniques, tools, materials and equipment used in repairing and maintaining vertical deep well and reclamation pumps, booster pumps, and related equipment; common malfunctions and trouble-shooting techniques used in the repair of pumps and related equipment; water treatment and distribution standards as established by the Department of Health; basic electrical theory; and related safety precautions and procedures.

Ability: Work independently under general supervision, understand and carry out oral or written instructions; diagnose malfunctions and determine 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.