

# **SAN BERNARDINO MUNICIPAL WATER DEPARTMENT CLASSIFICATION SPECIFICATION**

**TITLE: WATER UTILITY WATER TREATMENT OPERATOR I**

**DATE: 01/09/07**

**FLSA STATUS: Non-Exempt**

**JOB CODE: 21749**

**UNIT REPRESENTATION: General**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

## **DUTIES SUMMARY**

Under the general direction of the Water Utility Water Treatment Operator Leadperson and/or the Water Treatment Supervisor, to inspect, monitor and operate water production and treatment equipment necessary to maintain a safe and adequate water supply throughout the distribution system.

## **DISTINGUISHING CHARACTERISTICS**

The class of Water Treatment Operator I is the entry and working level position in the Water Operator series. Supervision is received from a Water Treatment Operator Leadperson and/or the Water Treatment Supervisor.

## **EXAMPLES OF DUTIES**

*The following duties are typical essential duties for positions in this classification. Any single position may not perform all of these duties and/or may perform similar related duties not listed here:*

- Provides courteous and expeditious customer service to the general public and City Department staff;
- Routinely adheres to and maintains a positive attitude towards City and department goals;
- Inspects, monitors, makes adjustments, and control various water production and treatment equipment;
- Collects water level and production information either by computer Supervisory Control and Data Acquisition (SCADA) or on site;
- Drives a Department truck in the course of daily duties; maintains and cleans plants, reservoirs and pumping facilities to State Health Standards;
- Assists in maintaining the grounds; assists others in the maintenance of production and treatment equipment;
- Replaces chlorine cylinders as needed; adjusts chlorinators to maintain a proper residual;
- Operates water treatment equipment;

- Checks motors and pumps for vibration and bearing noise; operates hand and portable power tools when necessary;
- Checks oil levels in turbines; reads and records water flow, water levels, power consumption, pressures, and other information;
- Ensures proper ventilation and works in confined spaces;
- Required to wear respiratory protective equipment to include Self Contained Breathing Apparatus (SCBA);
- Acts in accordance with regulations of the Occupational Safety and Health Administration;
- Performs related work as required.

## **QUALIFICATIONS**

*Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:*

### **Knowledge of:**

- Mathematics applicable to Water Treatment Operator I;
- Basic equipment, materials, and terminology used in the operation and maintenance of the pumps, motors, generators, pressure and regulating devices;
- Methods of water distribution and treatment;
- Methods of chlorination, water purification and testing.

### **Ability to:**

- Maintain a driving record which meets Vehicle Code Standards and is acceptable to the Department and its insurance carrier.
- Maintain simple records;
- Exercise judgment in determining necessary water production levels;
- Make adjustments to equipment in response to water demand and supply;
- Make adjustments to water treatment equipment to meet preset standards;
- Read and write at a level sufficient for job success;
- Safely operate a vehicle observing legal and defensive driving practices in transporting hazardous materials;
- Understand and carry out oral and written instructions;
- Routinely enter subsurface water works structures to operate and maintain water production equipment;
- Routinely climb ladders and stairs;

- Be physically capable of entering permit required confined spaces and wearing Self Contained Breathing Apparatus (SCBA) equipment;
- Operate an atmospheric tester for entry into confined spaces;
- Wear personal protective equipment to include SCBA and personal escape respirator;
- Work "in the field" in varying environmental and weather conditions;
- Establish and maintain effective relationships with those contacted in the course of work;
- Adhere strictly to appropriate safety precautions and procedures;
- See in the normal visual range with or without correction;
- Hear in the normal audio range with or without correction;
- Lift up to 75 pounds in normal duties;
- Work under moderate or high stress conditions;
- Maintain a driving record that meets vehicle code Standards and is acceptable to the Department and its Insurance carrier.

### **MINIMUM QUALIFICATIONS**

**Education:** Graduation from high school or GED equivalent,

And

**Certificates:** Must have and maintain a State of California Department of Health Services (DHS) Water Treatment Operator's Grade 1 certificate. Must submit a copy of the required DHS Water Treatment Operator Grade 1 certification at the time of application.

And

Possession of a valid California Class "C" driver's license required upon application. Possession of a valid California Class "C" commercial driver's license with a hazardous materials endorsement and a valid Medical Examiner's Certificate appropriate for the equipment to be operated is required six (6) months after appointment. Note: For out-of-state applicants, a valid driver's license is required and a valid California Class "C" driver's license must be obtained within ten days of appointment (CA Vehicle Code 12505c), a valid California Class "C" commercial driver's license with a hazardous materials endorsement and a valid Medical Examiner's Certificate appropriate for the equipment to be operated is required six (6) months after appointment.

### **NECESSARY SPECIAL REQUIREMENTS**

Must be clean shaven or trimmed facial hair in order to properly use personal respirators and SCBA equipment. Must pass a respirator medical exam and be physically able to wear SCBA equipment. Must be able to work in enclosed spaces while wearing protective clothing under extreme temperatures and hazardous environment.

## **PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS**

There is frequent need to stand, sit, stoop, walk, and perform other similar actions during the course of the workday. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

Must be able to see in the normal visual range with or without correction with vision sufficient to read small print, computer screens and other printed documents. Must be able to hear in the normal audio range with or without correction. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

## **CAREER LADDER**

**From:**

**To:**

**Job Description:**

CSB Approved:

01/09/07

**Testing Standards:**