

CITY OF MILPITAS
EFFECTIVE: 01/00
REVISED: 08/04; 11/04; 07/13
EEOC: Skilled Craft
FLSA: Nonexempt
UNIT: MEA/Skilled Craft
PHYSICAL: 2

ASSISTANT WATER SYSTEM OPERATOR

DEFINITION

Under direction of the Utility Maintenance Manager and/or the Water System Operator, this position will perform a variety of duties associated with the operation, maintenance, and repair of the City's water system; perform related work as required. The Assistant Water System Operator's work schedule may include weekend work, and, as necessary, emergency call-outs.

DISTINGUISHING CHARACTERISTICS

This is a journey level position responsible for assisting the Water System Operator in the proper operation of the systems controlling the treatment, flow, pressure, and volume of water within the City's water distribution system. The Assistant Water System Operator is required to have a complete working knowledge of water system operations and related facilities. The Assistant Water System Operator is distinguished from the Water System Operator in that the Water System Operator has the assigned responsibility for system wide operation and supervises the tasks of the Assistant Water System Operator.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned Utility Maintenance Manager. Receives both direct and indirect supervision from the Water System Operator. May exercise indirect supervision over assigned personnel.

EXAMPLES OF DUTIES – Under direction of the Utility Maintenance Manager and/or the Water System Operator, duties may include, but are not limited to, the following:

- Perform preventive maintenance on all equipment, machinery, and control systems related to the City's water system.
- Install and make minor repairs, modifications or additions to system facilities. Participate in major system repairs.
- Maintain and control water treatment facilities in the City's water system.

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- Perform a variety of tests to determine system process performance and compliance with water quality regulations.
- Collect various water samples for laboratory analysis and perform water quality analysis tests as assigned.
- Read and interpret gauges and recording devices.
- Perform and maintain records and report functions as a log of system operations, test results, maintenance work performed, and unusual operating conditions.
- Maintain the water system and operating equipment and facilities in a clean and orderly condition.
- Sanitize storage structures as necessary.
- Operate, exercise, repair, or replace water valves.
- Install, repair, or replace fire hydrants, water meters, backflow devices, water main and service lines.
- Flush water distribution system.
- Respond to water quality complaints.
- Maintain records of system performance, maintenance, and repairs.
- Disinfect water mains and service lines after pressure reductions to 5 psi or below.
- Operate pump stations through SCADA control systems as well as local control switches.
- Record and interpret flow, pressure, and level gauges and recording devices.
- Perform preventative maintenance and repairs on all pump station related equipment.
- Troubleshoot mechanical and electrical pump station equipment.
- Inspect reservoirs and wells for damage.
- Routinely inspect vents, inlet/outlet structures, and entry hatches structures.
- Monitor and record water quality to insure that all state and federal mandates are in compliance.

- Treat drinking water to maintain chlorine residual.
- Insure that adequate system pressure is maintained through proper adjustment, maintenance, and repair of PRVs.
- Performs a variety of tests to determine system process performance and compliance with water quality regulations.
- Assist in the oversight of the administrative aspects of operating the water system, including review and update of operation procedure manuals.
- Ensure that safety measures and practices are utilized at all times.
- Perform emergency maintenance work as required.
- Respond to after hours calls, when assigned.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Operating principles of water system treatment and distribution operations.

Methods, materials, and equipment used in the operation and maintenance of water system facilities.

Standards and procedures pertaining to maintaining an adequate potable and non-potable water supply.

Communication techniques; and accepted safety practices.

Ability to:

Learn the operation of the SCADA or other related systems.

Learn and receive advanced operational and technological developments in the water industry.

Maintain knowledge of the advancement of the distribution and treatment of water.

Identify water system maintenance and repair problems.

Work with limited supervision and exercise sound independent judgment.

Safely operate, repair and maintain water system facilities.

Keep accurate records of water system operations.

Demonstrate aptitude in practical mathematics.

Perform simple water quality tests.

Demonstrate understanding of basic water system hydraulics.

Demonstrate mechanical aptitude.

Understand and carry out oral and written instructions.

Establish and maintain cooperative relationships with City staff and the public.

EXPERIENCE AND EDUCATION

Experience:

Two years of increasingly responsible experience in the operation, maintenance, and repair of water system facilities.

Education:

Equivalent to the completion of the twelfth grade.

License or Certificate

Possession of or ability to obtain and maintain a valid California Commercial Driver's License with Class B endorsements as assigned.

Possession of or ability to obtain within one (1) year of appointment Grade I Water Treatment Operator Certificate issued by the California Department of Health Services.

Possession of a Grade D3 Water Distribution Certificate issued by the California Department of Health Services.

Special Requirements: *Essential duties require the following physical abilities and work environment:*

Physical exam and drug and alcohol screening.

Visual Requirements: Discern colors

Auditory Requirements: 100 decibel hearing

Work is mainly performed outdoors; ability to stand, walk, sit, climb, balance, squat, kneel, crawl, bend, and stoop at any given time; able to lift, carry, push, and pull up to 75 pounds of weight

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throughout the day & occasionally up to 90 pounds; exposure to outdoor elements in all weather conditions throughout the year; exposure to confined spaces, hazardous waste, sewage, chemicals; walk on uneven surfaces; able to travel to various locations within and outside the City of Milpitas.

Approved by:

City Manager

Date

Human Resources Director

Date