



CLASSIFICATION SPECIFICATION

PRODUCTION OPERATOR II

Department: Production
Range:

FLSA Status: Non-Exempt
Effective Date: September 1, 2010

General Purpose

Under general supervision of the Superintendent/Chief Operator, to operate and perform skilled work in the installation, maintenance and repair of District pumps, valves, mains, services wells, and related equipment; to inspect and adjust automatic equipment and collect production data; to maintain the District reservoirs and assist in the maintenance and operation of the Water Filtration Treatment Plant; and to perform other related duties as required.

Distinguishing Characteristics

This is the journey level class in the Production Operator series. Incumbents in this class are skilled and experienced, work under general supervision and may assist in training others. Workers at this level are competent in performing skilled water production installation and maintenance work on District pumps, wells and related equipment. This class is distinguished from the Production Operator III in that incumbents in the higher level class are the most highly skilled and experienced, work with minimum supervision, and have responsibility for safety, problem solving, work methods and training others.

Essential Duties and Responsibilities

The duties and responsibilities listed below are intended to provide a representative list of the various types of work that may be performed. Specifications are not intended to reflect all duties performed within the job class, and incumbents may expect to perform other related similar duties.

- Performs daily inspection, operation and maintenance of the District's pumping equipment and boosters to ensure an adequate supply of water in reservoirs and the District water system.
- Performs daily inspection and maintenance of District reservoirs.
- Checks and records meters and other gauges; analyzes and resolves routine issues independently.
- Conducts regular measuring of the depth of all active and inactive District wells.
- Checks and adds oil to pumps and engines, greases bearings, and performs a variety of other routine preventative maintenance work on pump engines and equipment; listens for and analyzes noises or vibrations; analyzes and resolves routine issues independently.

- Inspects and lubricates booster and well pumps; inspects and sets switches; tightens and adjusts pump packing glands and mechanical seals; removes and replaces or repairs small valves.
- Maintains all well head treatment facilities; takes bacteriological samples of active District wells; computes daily and monthly readings.
- Operates District's SCADA system.
- Schedules service and maintenance of the District's automatic valves.
- Assists in the operations and maintenance of the Water Filtration and Treatment Plant.
- Performs a variety of construction, maintenance, and repair work on pump houses and facilities; performs weed abatement around all pump buildings.
- Collects samples for water quality testing; performs chlorinating and/or flushing to reach the proper residuals or water quality.
- Orders equipment, parts and supplies including chlorine and oil.
- Records findings, prepares reports, and maintains logs.
- Performs a variety of semi-skilled water system repairs and maintenance, as needed or assigned.
- Serves on a rotating shift and serves "on call" with a District cell phone after hours, weekends and holidays which fall within the assigned shift.
- Cross-trains in other department job duties.
- Maintains assigned District vehicle including servicing and periodic safety checks.
- Participates in District safety meetings.
- Performs other related duties, as assigned.

Qualifications

Knowledge of:

- Water distribution and treatment procedures, equipment, materials, and tools used in the operation and maintenance of motors, engines, pumps, compressors, and other equipment at a journey level.

- Automatic control valves and their maintenance.
- Blending operations and equipment.
- The District's distribution system.
- Geography and street locations of the District.
- District policies, rules, procedures and regulations related to water production service, treatment and repairs.
- Water distribution facilities including mains, meters, hydrants and valves.
- Methods and practices of basic facility construction, maintenance, and repair work.
- Cross Connection Control practices for detection of contamination into the water system.
- Routine record keeping.
- Safe work practices.

Ability to:

- Inspect, operate, diagnose problems, and perform preventative maintenance and limited repair work on electrical motors and engines, pumps, compressors, valves, and related equipment at a journey level.
- Assist in training lesser-skilled staff in water service and repair work.
- Assist in determining work methods and materials for assigned jobs.
- Read and interpret a variety of charts and gauges.
- Assist in the operation of water filtration plants.
- Maintain basic accurate records of work performed.
- Inspect water services and detect tampering or diversion.
- Perform journey level unskilled/skilled responsible water system maintenance duties.
- Perform heavy physical labor.
- Communicate clearly and concisely.
- Understand and carry out oral and written instructions.
- Observe proper safety precautions.
- Work overtime as required.
- Operate a vehicle observing legal and defensive driving practices.

Minimum 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:

Education:

A high school diploma or satisfactory equivalent, and

Experience:

A minimum of three (3) years of progressively responsible experience in water production, meter service and/or distribution system operations with a public agency water system.

Necessary Special Requirements

Must possess an appropriate valid, Class "C" Driver's License issued by the California State Department of Motor Vehicles, and a good driving record.

Possession of a valid, Grade II Water Treatment Operator's Certificate, issued by the State Water Resources Control Board – Division of Drinking Water.

Possession of a valid, Grade II Water Distribution Operator's Certificate, issued by the State Water Resources Control Board – Division of Drinking Water.

Completion of one (1) semester of Cross-Connection/Backflow Prevention training.

Physical Tasks and Environmental Conditions

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions on a case-by-case basis.

While performing the duties of this classification, an incumbent is regularly required to stand; use hands and fingers to handle, or feel; and talk and hear. The employee is frequently required to walk and to reach with hands and arms. The employee is occasionally required to sit, climb or balance and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to ten (10) pounds, frequently lift and/or move up to fifty (50) pounds, and occasionally lift and/or move up to one-hundred (100) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Article 3.306

Advancement in salary is not automatic. It should be considered a reward for meritorious service. The General Manager may authorize the advancement of an employee who has performed twelve (12) months continuous satisfactory service.

An employee who furthers his/her knowledge in the field or employment may become eligible for consideration of a salary review by the General Manager. The General Manager may authorize reimbursement to the employee for cost of tuition, registration fees, required text books, certification costs and other related charges upon proof of receiving a passing grade, and /or certificate, whichever may be appropriate or both.

THIS POSITION MAY BE ELIMINATED, OR THE DUTIES, QUALIFICATIONS AND TRAINING REQUIRED CHANGED BY THE BOARD OF DIRECTORS AND/OR THE GENERAL MANAGER, WHEN IN THEIR JUDGEMENT, IT IS CONSIDERED NECESSARY AND PROPER FOR THE EFFICIENT OPERATION OF THE DISTRICT.