

INDIAN WELLS VALLEY WATER DISTRICT
Essential Function Job Description

1. **Position Title:** WATER SUPPLY OPERATOR I
2. **Employment Classification:** Non-Exempt
3. **Department:** Water Supply
4. **Reports To:** Water Supply Supervisor
5. **Fundamental Objective:** Under the direction of the Water Supply Supervisor, provides general maintenance for all pumping equipment and gathers data on a daily, weekly, and monthly basis with respect to well production and equipment readings.
6. **Level of Supervision Required:** Moderate. Direction is provided by Water Supply Supervisor, as required.
7. **Supervisory Responsibilities:** None.
8. **Essential Job Duties and Responsibilities:**
 - A. Monitor and assure the proper production, storage and operation of the water system at the treatment plant, reservoirs, and well fields.
 - B. Operate and maintain pumps, motors, piping, and control systems found in treatment and transmission system, SCADA, and personal computers.
 - C. Operate and monitor a variety of water treatment plant and production equipment such as pumping system, chemical feeders, measuring, and control systems.
 - D. Perform production operations and testing, such as pumping water, assuring proper pH levels, turbidity, chlorine, color, hardness, chemical applications, filtration bacteriological examination.
 - E. Monitor various recorders, instruments, gauges, and computer screens, and calibrate as required to meet regulatory requirements.
 - F. Monitor chemical feeds.
 - G. Collect data used in the production of various reports to regulatory agencies, such as water system operation, chemical usage and quantity, pump hours, total production, and energy consumption.
 - H. Perform laboratory tests and calculations on water samples.

- I. Calibrate laboratory equipment to assure proper test results to comply with regulations.
- J. Conduct source water sampling and testing for organic, inorganic, and radiological chemicals as required by regulations.
- K. Assure the quality of the domestic water supply.
- L. As required by the California Occupational Safety and Health Act and the Indian Wells Valley Water District's Safety Manual, responsibly, faithfully, and regularly observe all safety rules and utilize all health and safety equipment, procedures, and techniques required for all tasks, circumstances, locations, or weather conditions including but not limited to, hard hats, respirators, masks, barricades, cones, flags, shields, high-visibility and protective clothing, protective gloves, and footwear, miscellaneous hearing and eye protection equipment.
- M. Performs other duties as assigned.

Attendance at various meetings, including safety meetings.

All other temporary work assignments which are infrequently assigned to the pumping plant positions, and not covered above, shall be considered non-essential tasks, duties or responsibilities.

9. **Skills and Abilities:**

A. **Knowledge of:**

- 1. Must have basic knowledge of water utility facilities and operations.
- 2. Must have basic knowledge of water treatment, chlorinating procedures and equipment.
- 3. Must have reading, mathematical, written and oral language abilities in order to perform the essential functions of the job outlined in Section Eight.

B. **Ability to:**

- 1. Operate forklift to unload trucks.
- 2. Operate backhoe to maintain ditches.
- 3. Use chlorine liquid and tablets for disinfection

10. **Minimum Qualifications:** An equivalent combination of experience, education/training

may be accepted by the General Manager. A typical way to obtain the knowledge and abilities would be:

Experience: Some experience in pumping plant operations would be desirable.

Education: High School Graduate, or equivalent certification, required.

Certifications: Must obtain a State of California Water Distribution Grade D2 and Water Treatment Grade T2 within two years of hire date.

Licenses: None.

Must also successfully complete physical examination and drug screen, and possess a valid California driver's license with a driving record acceptable to the District's insurance underwriter.

11. Physical Demands/Requirements:

The physical requirements and physical demands placed upon this position are outlined separately. A copy of these requirements is to be attached to this job description.

WATER SUPPLY OPERATOR I
JOB DESCRIPTION REVISION APPROVAL

Department Manager Recommendation:

Signature: _____

Date: _____

General Manager Approval:

Signature: _____

Date: _____

Received and Recorded by Human Resources:

Signature: Rose Kaul _____

Date: 5/12/16 _____