

INDIAN WELLS VALLEY WATER DISTRICT

Job Description Water Supply Operator I

Position Overview

Position Title:	Water Supply Operator I
Employment Classification:	Non-Exempt
Department:	Water Supply
Reports To:	Water Supply Supervisor

Job Summary

This is an entry-level position in the Water Supply Department. Employees work under close supervision while learning to perform the essential duties listed below. As they gain experience, training, and certifications, they are given more responsibility and require less supervision. Water Supply Operator I's may perform many of the same duties as Water Supply Operator II, but they are not expected to have the same level of knowledge, experience, or independent decision-making. 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, water treatment, and equipment readings.

Supervision

Operates under the direct guidance of Water Supply Supervisor, oversight will decrease as experience and certifications are earned.

Essential Duties

- Assure the quality of the domestic water supply.
- Serve in a rotating on-call schedule and respond to after-hours emergencies.
- Monitor and assure the proper production, storage and operation of the water system at the treatment plant, reservoirs, and well fields.
- Operate and maintain pumps, motors, piping, and control systems found in treatment and transmission systems, SCADA, GIS and personal computers.
- Operate and monitor a variety of water treatment plants and production equipment such as pumping systems, chemical feeders, measuring, and control systems.

- Perform production operations and testing, such as pumping water, assuring proper pH levels, turbidity, chlorine, color, hardness, chemical applications, filtration bacteriological examination.
- Monitor various recorders, instruments, gauges, and computer screens, and calibrate as required to meet regulatory requirements.
- Monitor chemical feeds.
- 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.
- Perform laboratory tests and calculations on water samples.
- Calibrate laboratory equipment to assure proper test results to comply with regulations.
- Conduct source water sampling and testing for organic, inorganic, and radiological chemicals as required by regulations.
- 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.
- Performs other duties as assigned, which may include tasks outside the primary responsibilities listed above, including but not limited to duties supporting the Engineering Department
- Attendance at various meetings, including safety meetings.

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

Skills and Abilities

Knowledge of:

- Basic mechanical, electrical, or process-control principles applicable to industrial or utility equipment (such as pumps, motors, valves, meters, or PLCs).

- Basic safe work practices around equipment and chemicals, including lockout/tagout and confined space entry.
- Reading, mathematical, written, and oral communication skills needed to perform essential functions of the job.

Ability to:

- Troubleshoot mechanical, electrical, and or control-system problems and determine and carry out corrective action. Work independently on routine tasks, using sound judgement and initiative to solve problems and seeking guidance when needed.
- Read and interpret gauges, meters, schematics, and instrumentation data.
- Learn and apply water treatment and distribution procedures, regulations, and district policies.
- Maintain accurate logs, records, and reports.

Desirable skills:

- SCADA system experience
- Current California certification in water distribution, water treatment, or wastewater
- Experience in pumping plants, treatment facilities, or other water utility operations.
- Experience operating mechanical equipment.
- Chemical handling and disinfection procedures.

Minimum Qualifications

An equivalent combination of experience, education/training may be accepted by the General Manager. A typical way to obtain knowledge and abilities would be:

- **Experience:** Experience in one or more of the following: water utility field operations (such as meter services, distribution, or construction/maintenance), electrical or industrial maintenance, PLC/controls work, pump and motor maintenance and valve installation and repair.
- **Education:** Must possess High School Diploma, or equivalent certification.
- **Certifications:** Must obtain a State of California Water Distribution Grade D2 and Water Treatment Grade T2 certifications within 36 months of hire. Enroll in and complete the required preparatory course for at least one of these certifications within 6 months of hire.
- **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.

Physical Requirements and Working Conditions

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

The District will provide reasonable accommodation in accordance with the Americans with Disabilities Act (ADA) and the California Fair Employment and Housing Act (FEHA).

Equal Employment Opportunity

The Indian Wells Valley Water District is an Equal Opportunity Employer. Employment decisions are made without regard to race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age, disability, veteran status, genetic information, or any other protected category under federal, state, or local law.

Unless otherwise covered by a Memorandum of Understanding or other agreement, employment with the District is considered at-will, and nothing in this job description alters that status.

Water Supply Operator I: Revised Job Description Approval

Department Manager Recommendation:



General Manager Approval:



Received and Recorded by Human Resources:

