

INDIAN WELLS VALLEY WATER DISTRICT  
Essential Function Job Description

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1. **Position Title:** WATER SUPPLY TECHNICIAN
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, leads in providing advanced journeyman operation, maintenance and cleaning for all pumping and treatment equipment. Gathers data on a daily, weekly, and monthly basis with respect to well production, water treatment, and equipment readings.
6. **Level of Supervision Required:** Minimal. Direction is provided by Water Supply Supervisor, as required.
7. **Supervisory Responsibilities:** Technical and functional work direction may occasionally be provided to Water Supply Operator I/II by the Water Supply Technician.  
  
Serves as alternate to Water Supply Supervisor in times of Water Supply Supervisor's absence.
8. **Essential Job Duties and Responsibilities:**
  - A. Assure quality of domestic water supply.
  - B. Operate, repair and maintain pumps, motors, piping, and control systems found in arsenic removal treatment plant, well fields, and transmission system, SCADA, IP radio networks, emergency interties, and personal computers, in order to assure the proper production, storage and operation of the water system at the arsenic removal treatment plants, reservoirs, and well fields
  - C. Operate, repair, calibrate, and monitor a variety of water treatment plant and production equipment such as pumping system, chemical feeders, measuring, and control systems.
  - D. Perform production and treatment operations and testing, such as pumping water, through water sampling, assure proper pH levels, turbidity, chlorine, color, hardness, chemical applications, filtration bacteriological examination.

- E.** Operate, repair, and monitor various recorders, instruments, gauges, and computer screens, and calibrate as required to meet regulatory requirements.
- F.** Operate, repair, and monitor chemical feed pumps.
- G.** Collect data used in the production of various reports to regulatory agencies, such as water system operation, arsenic removal efficiency, chemical usage and quantity, pump hours, total production, and energy consumption.
- H.** Perform both in house and state certified laboratory tests and calculations on water samples. Track chain of custody and lab results through documentation.
- I.** Operate, repair and 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 Title 22, UCMR3, and EPA regulations.
- K.** Using design software, design, implement and troubleshoot all control and switch gear wiring.
- L.** Installs conduits, wire, pull boxes, switchboards, and switches required in making additions, extensions, or alterations in electrical systems.
- M.** Troubleshoot and repair office interior and exterior lighting, well field, arsenic treatment facilities, District owned solar panels and power systems up to 600V.
- N.** Repairs and/or replaces defective parts in motors, generators, pumps, storage batteries, switchboards, controllers, contacts, switches, uninterruptible power supplies, and other fixtures and appliances.
- O.** Performs troubleshooting, repair, and modifications to PLC, IP Radio network, and network monitoring hardware and software.
- P.** Troubleshoot and repair District security systems, motion sensors, door alarms, and security camera systems.
- Q.** Reviews project documents prior to construction and inspects the work of electrical contractors to ensure conformance with plans and specifications.
- R.** 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.

- S. Participates in a rotational stand-by to monitor system performance and be a first response to any production and treatment after hours needs.
- T. Perform confined space entries, to maintain and repair, storage tanks, valve vaults, and waste tanks.
- U. Analyze, transport and manage documentation for waste disposal from arsenic treatment facilities.
- V. All 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 District facilities and pumping operations.
- 2. Must have reading, mathematical, written and oral language abilities in order to perform the essential functions of the job outlined in Section Eight.
- 3. Must have knowledge and the understanding of three phase motor controls, power panels and motors.

B. **Ability to:**

- 1. Operate various equipment, forklifts, cranes up to 18tons, excavators, dump trucks, and trailer mounted vacuums preferable.
- 2. Read and understand various electrical and water piping schematics.
- 3. Use various disinfection techniques to ensure the quality of the quality of the domestic water supply.
- 4. Operate a telephone and two-way radio, properly use hand signals for equipment operation.
- 5. Communicate with office personnel, co-workers, and the public.

**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:** Water Supply related operations.

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

**Certifications:** Must possess current State of California Water Treatment Grade T3 and Water Distribution Grade D3 certifications.

**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 TECHNICIAN  
JOB DESCRIPTION REVISION APPROVAL**

**Department Manager Recommendation:**

Signature: 

Date: 4 JUNE 2020

**General Manager Approval:**

Signature: 

Date: 4 June 2020

**Received and Recorded by Human Resources:**

Signature: 

Date: June 4, 2020