

JOB DESCRIPTION

City of Patterson



Human Resources

WATER OPERATOR IN-TRAINING

JOB SUMMARY

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

Under close supervision from the Utilities Supervisor (Water), the Water Operator In-Training assists with the inspection and repair of water meters and water service lines; monitors and records meter readings of water consumption levels and assists with related adjustments as needed; collects and transports water samples for lab analysis; and performs other duties as assigned.

The Water Operator In-Training is the trainee-level in the Water Operator classification series. Under close supervision, incumbents perform routine tasks and duties and receive on-the-job training to develop the skills and experience required to safely operate and maintain the City's water distribution system. The trainee also learns concepts and methods used in water collection and distribution, equipment operation and maintenance, general laboratory procedures and industrial safety.

The Water Operator-In-Training and the Water Operator I classifications are flexibly staffed. Upon recommendation of the Department manager, positions in this classification advance to the entry level I classification after gaining the required experience, license and certification, developing the proficiency to perform the full range of entry-level job duties and consistent exemplary job performance ratings.

SUPERVISION RECEIVED AND EXERCISED

Receives close supervision from the Utilities Supervisor (Water); may receive assignments from a Water Operator III and guidance from more-experienced Water Operators.

This classification does not routinely exercise supervision of others.

ESSENTIAL DUTIES

Typical essential duties may include, but are not limited to, the following:

Assists with construction and improvement projects as assigned.

Monitors and records meter readings of water consumption levels.

Assists with commercial establishments as directed.

Assists with the inspection of storage tanks and pump buildings.

Assists with the collection and transport of water samples for lab analysis; and assists with bacteriological testing and monitoring chlorine levels.

Assists with system flushing to maintain good water quality; and assists with the inspection and repair of pressure reducing valves to ensure proper distribution pressure levels within each zone.

Assists in the installation, maintenance and repair of water meters and related service lines.

Assists with the installation and repair of fire hydrants.

Safely and effectively operates a variety of hand and power tools and equipment, including a hand held radio.

Assists with maintaining tools and equipment in safe and proper working condition; and maintains work areas in a clean and orderly condition.

Assists with the repair of motors, pumps and other equipment.

Performs related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Principles, practices and procedures related to the operation and maintenance of a water distribution system; methods, procedures and requirements for monitoring water quality levels; pumps, valves and backflow devices; related health and safety regulations and procedures; oral and written communication skills; record keeping techniques; safe work practices and legal and defensive driving practices.

Ability to: Safely operate and effectively maintain specialized hand and power tools and equipment; learn and apply applicable city and departmental policies, practices, and procedures relative to job assignment; read and interpret maps; observe and perform assigned tasks; evaluate situations, identify problems and arrive at logical solutions; use initiative to complete work within prescribed time limits; communicate effectively both orally and in writing; maintain routine records related to work performed; complete reports in an accurate and legible manner; follow health and safety regulations perform basic mathematical calculations; operate personal computers; perform legal and defensive driving techniques; exemplify an enthusiastic, resourceful and effective customer service attitude; work effectively with the public, contractors, and City staff using tact and good judgment under sometimes tense and emotionally charged situations.

NECESSARY SPECIAL REQUIREMENTS

Must be 18 years of age or older.

Must successfully pass a pre-employment medical examination, including a drug screen, fingerprint, background check and reference check.

Must be able to provide proof of U.S. citizenship or legal right to work in the United States.

EXPERIENCE and CERTIFICATIONS

Any combination of education, training and experience that would likely provide the required knowledge, skills, and abilities: Normally this would include:

Education: Must have a High School Diploma or GED equivalent.

Experience: Six (6) months of experience in mechanical maintenance, underground construction or the building trades.

License or Certificate: Possession of a valid California Class C driver's license at the time of appointment with the ability to obtain and maintain a valid California Class B driver's license prior to completion of the probationary period.

PHYSICAL REQUIREMENTS

Physical Requirements: Essential duties require the mental and physical ability to safely drive a variety of vehicles and operate equipment; detect odors and running water; identify mechanical noises; converse on the telephone, two-way radio and in person, often over the noise of machinery; bend, stoop, climb, and stand for long periods of time; read fine print with no color deficiencies to detect color-coded wires and read results of water color tests; manipulate small parts and components; safely lift and maneuver equipment and supplies such as fire hydrants, water meters, grates, large PVC pipe, wire spools, meter boxes, jackhammers, and other equipment and supplies weighing up to 50 pounds; and safely wear self-contained breathing apparatus while entering and working in confined spaces.

Environmental Conditions: Essential duties are performed in both an office and field environment and require the willingness and ability to work scheduled and emergency overtime; work outdoors in all weather conditions; work at night; work in confined and awkward spaces, in heavy traffic and in the presence of noxious odors, toxic chemicals, biological agents, and sewage; work in potentially hazardous areas; wear and use appropriate safety clothing and equipment, including self-contained breathing devices; and attend meetings, workshops, and seminars during work and non-work hours.

This classification is assigned to the miscellaneous bargaining unit for labor relations purposes and are subject to overtime, standby and callback assignments.

FLSA Status: Non-Exempt

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