

**NIPOMO COMMUNITY SERVICES DISTRICT**

148 SOUTH WILSON STREET/POST OFFICE BOX 326  
NIPOMO, CA 93444

**EMPLOYMENT APPLICATION**

AN EQUAL OPPORTUNITY EMPLOYER

**APPLICANT INVESTIGATION POLICY:** Nipomo Community Services District (NCSD) recognizes the importance of maintaining a safe work place with employees who are honest, trustworthy, qualified, reliable and non-violent, and who do not represent a risk of harm to their co-employees or others. For purposes of furthering these concerns and interests, before hiring a person NCSD reserves the right to investigate the applicant's employment history, personal references and educational background, as well as other relevant information that is reasonably available to NCSD. Consistent with these practices, all job applicants will be asked to sign an agreement requesting, authorizing and consenting to the release of information to NCSD in releasing all concerned from liability for disclosure of information. Consistent with legal requirements, NCSD reserves the right to exclude any applicant from consideration for employment if the applicant refuses to sign this agreement as requested. In hiring for certain positions, NCSD may review the applicant's credit report, driving record, and criminal background, if any. NCSD will **not** request criminal history information before making a conditional offer of employment and will comply with all legal restrictions requirements concerning collection and use of such information, including Government Code § 12952. An applicant who receives a conditional offer of employment will be asked to complete a supplemental disclosure of criminal history information.

NCSD's policies regarding company property, security, privacy, searches and its drug-free workplace policy provide further information about NCSD's discretion to investigate employees and mandatory reporting obligations. After receiving an offer of employment, any job applicant who wishes to review these policies before deciding whether to accept employment may do so by contacting NCSD.

**ATTACH COVER LETTER AND RESUME TO EMPLOYMENT APPLICATION**

1. POSITION APPLYING FOR: WATER OPERATOR I

2. \_\_\_\_\_  
CANDIDATE NAME: (Last) (First) (Middle Initial)

**CANDIDATE'S OTHER NAMES USED (To Verify Employment/Educational History):**

\_\_\_\_\_  
NAME: (Last) (First) (Middle Initial)

\_\_\_\_\_  
NAME: (Last) (First) (Middle Initial)

3. \_\_\_\_\_  
PRESENT MAILING ADDRESS: (Number/P.O. Box) (Street) HOME PHONE  
\_\_\_\_\_  
(City) (State) (Zip Code) CELL PHONE

4. \_\_\_\_\_  
PERMANENT ADDRESS (If different than above): (Street) EMAIL ADDRESS  
\_\_\_\_\_  
(City) (State) (Zip Code)

5. Are you a relative of a current NCSD Board Member or employee? YES  NO

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If yes, state name(s), title(s), and relationship(s): \_\_\_\_\_

NCSD does not permit the hiring of relatives of Board members and may refuse to hire relatives of present employees or if doing so could result in actual or potential problems in supervision, security, safety, or morale, or if doing so could create conflicts of interest. For purposes of this application, "relative" is defined to include: parent, child, grandparent, grandchild, uncle, aunt, niece, nephew, cousin, sibling, spouse, domestic partner, cohabitants, or in-law relations (whether arising from a spouse or domestic partner relationship). "Relative" is intended to encompass all family-like relationships regardless of blood or legal relationship.

6. Are you 18 years of age or older? YES  NO

7. If employed, can you produce verification of your legal right to work in the United States? YES  NO

8. Do you speak, read and write a language other than English? YES  NO   
If so, please identify:

\_\_\_\_\_

9. EDUCATION: Applicant may be required to furnish proof of academic training by transcript or diploma.

LAST HIGH SCHOOL ATTENDED: \_\_\_\_\_

Did you graduate? YES  NO

If no, do you have GED certificate? YES  NO

**RÉSUMÉS MAY BE ADDED, BUT CANNOT BE SUBSTITUTED FOR THIS SECTION**

College or University	Major/Minor	Units completed or Degree
Example: (XYZ University)	Example: (BS in Math)	Example: (120 units)

List any school courses, special skills, training, machines or equipment that you can operate that relate to the requirements of the position: \_\_\_\_\_

\_\_\_\_\_

10. Driver's license number: \_\_\_\_\_

Date of expiration: \_\_\_\_\_ Class Number: \_\_\_\_\_

11. Collision history:

Have you been the driver of a vehicle involved in a collision in the past 5 years? \_\_\_\_\_ For each incident, please explain the circumstances surrounding the collision, including the date of the incident, whether any persons sustained injuries from the incident, and the approximate value of the damage resulting from the incident. \_\_\_\_\_

\_\_\_\_\_

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12. EXPERIENCE: Show your present job first; then list all other jobs in order, working down from the most recent. Use a separate block for each job held even though with the same organization. List any job-related volunteer experience. If hours worked per week varied, give average. Account for all time for at least the last ten years. Attach additional sheet, if necessary.

Date/Salary/Hours	Exact Job Title and Duties	Employer's Name and Address
From ___/___/___ to ___/___/___  Hours Worked Per Wk. _____	Title: _____ Duties: _____ Reason for Leaving: _____	_____ _____ _____
From ___/___/___ to ___/___/___  Hours Worked Per Wk. _____	Title: _____ Duties: _____ Reason for Leaving: _____	_____ _____ _____
From ___/___/___ to ___/___/___  Hours Worked Per Wk. _____	Title: _____ Duties: _____ Reason for Leaving: _____	_____ _____ _____
From ___/___/___ to ___/___/___  Hours Worked Per Wk. _____	Title: _____ Duties: _____ Reason for Leaving: _____	_____ _____ _____

13. Were you ever discharged or asked to resign from a position?      YES          NO   

Would you object to contacting of previous/current employer?      YES          NO   

If you have answered yes to either of the above, please explain:

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- 14. The Nipomo Community Services District is an equal opportunity employer and does not discriminate in any aspect of the hiring process or employment relationship. No questions on this application and attachment will be used for the purpose of limiting or excusing any Applicant from consideration for employment on a basis prohibited by local, state, or federal law.
- 15. If the position for which you are applying is designated as "safety sensitive," then, the Nipomo Community Services District has a policy that any offer of employment shall be contingent upon the applicant successfully passing a drug test. Persons who do not successfully pass or who refuse to submit to the drug test will not be considered further.
- 16. For certain positions that require physical demands and before the date of hire, Applicant shall be required to pass a physical exam by a physician at District's designation and expense. Nipomo Community Services District has a policy that any offer of employment shall be contingent upon the applicant successfully passing a physician's examination certifying that the applicant is fit to perform the duties of the position. Persons who refuse to cooperate in the examination or do not receive a physician's certification of qualification to do the type of work required by the position applied for will not be considered for employment.
- 17. Please attach any additional information with your application which you feel will help the District in its evaluation of your qualifications.
- 18. Prior to turning in your application to the District, re-check it to make sure it is correct and complete.
- 19. I understand that it is the District's policy not to refuse to hire a qualified individual because of this person's need for a reasonable accommodation that would be required by the ADA and/or the California FEHA. I understand that consideration will be given to reasonable accommodation that may be necessary for eligible applicants/employees to perform essential functions, including participation in any pre-employment process. If I require reasonable accommodation during the pre-employment process, I will contact the District's Assistant General Manager.
- 20. If job description requires employee to operate a District vehicle, I give the District the right to investigate my DMV records if it makes a conditional offer of employment to me.

**21. CERTIFICATION OF APPLICANT:**

(initials)

\_\_\_\_\_ I certify that all the statements made in this application are true and complete to the best of my knowledge. I understand that all statements are subject to verification by the District and any false statements or omissions of material facts may be considered sufficient to subject me to disqualification or dismissal regardless of the time elapsed before discovery.

\_\_\_\_\_ I hereby authorize the Nipomo Community Services District to thoroughly investigate my references, work record, education, and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the District any and all letters, reports, and other information related to my work records, without giving me prior notice of such disclosures. In addition, I hereby release the District, my former employers and all other persons, corporations, partnerships, and associations from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure.

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\_\_\_\_\_ I understand that the Nipomo Community Services District may review my credit report, driving record, criminal background, if any, for certain positions. I understand that the District will **not** request criminal history information before making a conditional offer of employment and will comply with all legal restrictions requirements concerning collection and use of such information, including Government Code § 12952. I understand that, if I receive an offer of employment, it will be conditioned upon me completing a supplemental disclosure of criminal history information and a current DMV printout obtained within the past thirty (30) days.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## STATEMENT OF PHYSICAL REQUIREMENTS AND ENVIRONMENTAL FACTORS

Job Title: WATER AND WASTEWATER OPERATOR I

Job Descriptions: Attached, receipt of which is hereby acknowledged.

### PHYSICAL ACTIVITY REQUIREMENTS

Work Position	approx. 20%	approx. 30%	approx. 50%	70% or more
Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sitting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Body Movements:**

None = 0  
 Occasional = 0 to ¼ work day  
 Some = ¼ to ½ work day  
 Frequently = ½ to ¾ work day  
 Continuously = ¾ to full work day

**Lifting:**

	0 – 20 lbs	20-40-lbs	40-60 lbs	Up to 100 lbs
None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Occasional	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Some	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Frequently	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Continuously	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Push and/or Pull  
Loads:**

	0 – 20 lbs	20-40-lbs	40-60 lbs	Up to 100 lbs
None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Occasional	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Some	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Frequently	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Continuously	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Carrying:**

	0 – 20 lbs	20-40-lbs	40-60 lbs	Up to 100 lbs
None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Occasional	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Some	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Frequently	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Continuously	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**STATEMENT OF PHYSICAL REQUIREMENTS  
AND ENVIRONMENTAL FACTORS**

Bending:	None <input type="checkbox"/>	Occasional <input type="checkbox"/>	Some <input type="checkbox"/>	Frequent <input checked="" type="checkbox"/>	Continuous <input type="checkbox"/>
Kneeling/ Squatting:	None <input type="checkbox"/>	Occasional <input type="checkbox"/>	Some <input type="checkbox"/>	Frequent <input checked="" type="checkbox"/>	Continuous <input type="checkbox"/>
Reaching Overhead Stretching:	None <input type="checkbox"/>	Occasional <input type="checkbox"/>	Some <input type="checkbox"/>	Frequent <input checked="" type="checkbox"/>	Continuous <input type="checkbox"/>
Climbing Stairs:	None <input type="checkbox"/>	Occasional <input type="checkbox"/>	Some <input checked="" type="checkbox"/>	Frequent <input type="checkbox"/>	Continuous <input type="checkbox"/>
Climbing Ladders:	None <input type="checkbox"/>	Occasional <input type="checkbox"/>	Some <input checked="" type="checkbox"/>	Frequent <input type="checkbox"/>	Continuous <input type="checkbox"/>
Crawling:	None <input type="checkbox"/>	Occasional <input type="checkbox"/>	Some <input checked="" type="checkbox"/>	Frequent <input type="checkbox"/>	Continuous <input type="checkbox"/>
Working on Rough and/or Uneven Terrain:	None <input type="checkbox"/>	Occasional <input type="checkbox"/>	Some <input type="checkbox"/>	Frequent <input checked="" type="checkbox"/>	Continuous <input type="checkbox"/>
Handling and Dexterity:	None <input type="checkbox"/>	Occasional <input type="checkbox"/>	Some <input type="checkbox"/>	Frequent <input type="checkbox"/>	Continuous <input checked="" type="checkbox"/>

**ENVIRONMENTAL FACTORS  
Related to Job Description**

<input checked="" type="checkbox"/> Outside	<input checked="" type="checkbox"/> Outside and inside	<input checked="" type="checkbox"/> Excessive heat
<input checked="" type="checkbox"/> Excessive cold	<input type="checkbox"/> Excessive humidity	<input checked="" type="checkbox"/> Excessive dampness or chilling
<input checked="" type="checkbox"/> Dry atmospheric conditions	<input checked="" type="checkbox"/> Excessive noise, intermittent	<input type="checkbox"/> Constant noise
<input checked="" type="checkbox"/> Dust	<input type="checkbox"/> Silica, asbestos, etc	<input checked="" type="checkbox"/> Fumes, smoke, or gases
<input type="checkbox"/> Solvents (degreasing agents)	<input checked="" type="checkbox"/> Grease and oils	<input checked="" type="checkbox"/> Radiant energy
<input checked="" type="checkbox"/> Electrical energy	<input checked="" type="checkbox"/> Slippery or uneven walking surfaces	<input checked="" type="checkbox"/> Working around machinery with moving parts
<input checked="" type="checkbox"/> Working around moving objects or vehicles	<input checked="" type="checkbox"/> Working on ladders or scaffolding	<input type="checkbox"/> Working below ground
<input type="checkbox"/> Unusual fatigue factors (specify)	<input checked="" type="checkbox"/> Working with hands in water	<input checked="" type="checkbox"/> Working closely with others (occasionally)
<input checked="" type="checkbox"/> Working alone (occasionally)	<input checked="" type="checkbox"/> Protracted or irregular hours of work	<input type="checkbox"/> Other (specify)

## STATEMENT BY APPLICANT

**Applicant Read and Sign:**

NCSD complies with the federal Americans with Disabilities Act and the California Fair Employment and Housing Act and considers all reasonable accommodations that may be necessary for eligible applicants/employees to perform essential functions. If you need any type of accommodation in the application process, please describe the requested accommodation and contact the NCSD's Assistant General Manager:

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Date: \_\_\_\_\_

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Signature

Where did you hear about this position?

For information purposes only:

	NCSD website
	Santa Maria Times
	The Tribune
	Government Jobs
	BC Water News
	CWEA
	Family/Friends
	Other (please specify)

## JOB DESCRIPTION

**POSITION:** Water Operator I/II/III

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**FLSA STATUS:** Non-Exempt

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**REPORTS TO:** Water Supervisor

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### 1. DEFINITION AND SUMMARY OF DUTIES

Under direct or general supervision, performs a variety of work in the operation, construction, modification, maintenance, and repair of District potable water distribution production, pumping, main and lateral pipeline systems, including wells, pump stations, residential and commercial water meters, valve cans, meter boxes, and water distribution valves; operates and monitors the Supervisory Control and Data Acquisition (SCADA) system; performs field customer service work in reading water meters and recording amounts consumed for billing purposes; uses and operates a variety of manual and power tools and light to heavy power driven equipment; and performs related work as required.

#### SUPERVISION RECEIVED AND EXERCISED

Receives direct or general supervision from the Water Operator III or Water Supervisor. Water Operator I exercises no direct supervision over staff. Water Operator II may exercise technical supervision over lower level water staff. Water Operator III has responsibility to regularly lead a crew in water functions and projects and exercises technical and functional supervision over lower level water staff.

#### CLASS CHARACTERISTICS

Water Operator I: This is the entry-level class in the water operations series. Initially under close supervision, employees with basic maintenance experience learn District water systems, and facilities, use of tools and equipment, and a wide variety of practices and procedures. As experience is gained, assignments become more varied and are performed with greater independence. Positions at this level usually perform most of the duties required of the positions at the II level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. Employees receive on-the-job training and are expected to develop proficiency and knowledge necessary to obtain required certifications within the introductory period.

Water Operator II: This is the journey-level class in the water operations series that performs the full range of duties required to ensure that water system facilities are maintained in a safe and effective working condition and provide the highest level of safety for public use. Responsibilities include inspecting and attending to assigned water areas in a timely manner, and performing a wide variety of tasks in the maintenance and repair of assigned water facilities and systems. Positions at this level are distinguished from the Water Operator I level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies.

## JOB DESCRIPTION

**POSITION:** Water Operator I/II/III

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**FLSA STATUS:** Non-Exempt

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**REPORTS TO:** Water Supervisor

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Positions in the Water Operator class series are flexibly staffed and positions at the Water Operator II level are normally filled by advancement from the Water Operator I level after obtaining three (3) years of experience and after gaining the knowledge, skill, experience, licenses, and certifications which meet the qualifications for and after demonstrating the ability to perform the work of the higher-level class.

Water Operator III: This is the full journey-level class in the water operator series. Responsibilities include planning, organizing, supervising, reviewing, and evaluating the work of water operations staff. Employees are expected to independently perform the full range of water system maintenance and operations duties. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines. May be responsible for State and/or Federal water quality and other reporting requirements. Directs subordinate staff on day to day activities at the direction of the Water Supervisor.

### 2. ESSENTIAL DUTIES AND RESPONSIBILITIES

- a) Performs construction, maintenance, and repair activities of District water systems and facilities to ensure safe and efficient access for the public, including wells, pump stations, residential and commercial water meters, valve cans, meter boxes, and water distribution mainlines, and valves.
- b) Troubleshoots and performs maintenance on a variety of water valves, including pressure reducing valves, air vacuum release valves, pilot valves, and other pressure sensing/regulating valves; locates and raises valves that are not exposed, operates automated machines to exercise valves on an annual basis, and updates records following the installation of new valves.
- c) Locates and repairs breaks in water distribution mainlines/services; flushes lines to ensure water quality, utilizes chlorine level testing devices, and runs tests for various water quality parameters as required.
- d) Repairs concrete after water distribution system maintenance, including sidewalk panels and temporary street patches.
- e) Uses valve-turning equipment to isolate and shut down pre-designated water lines for routine maintenance and in emergency situations; ensures proper shut-down of services by utilizing sounding equipment and flow rates; provides explanations to the public during shut-downs.
- f) Participates in the inspection of assigned District infrastructure for safety issues, structural integrity, and possible future work projects and programs, and appropriately marks areas that need to be repaired.
- g) Operates, maintains, monitors, and adjusts Supervisory Control and Data Acquisition (SCADA) and telemetry computer systems by inputting appropriate information.
- h) Reads water meters in accordance with an assigned schedule and route including taking transfer and final readings.
- i) Performs customer service duties such as turn-ons and shut-offs, checking for leaks or dead meters; reports water use violations; assists customers in resolving water volume and pressure problems. Provides customers with specialized information about their water service (e.g., when consumption is unusually high,

## JOB DESCRIPTION

**POSITION:** Water Operator I/II/III

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**FLSA STATUS:** Non-Exempt

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**REPORTS TO:** Water Supervisor

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- when an obstruction prevents reading of meter, and/or when service shut-offs may be required for maintenance purposes).
- j) Performs water meter maintenance, including installing new meters, testing and repairing meters of various sizes, repairing leaks, and replacing meters as necessary; accounts for the installation of meters for new homes.
  - k) Performs mandatory periodic water quality sampling and reporting.
  - l) Monitors contractors working with and around underground services to ensure the work is appropriately performed to code; addresses discrepancies as necessary.
  - m) Operates and maintains specialized vehicles and a variety of light, medium, and heavy equipment related to the construction, maintenance, and repair of water systems and facilities.
  - n) Operates and maintains a variety of hand and power tools and equipment related to work assignment as instructed.
  - o) Observes safe work methods and makes appropriate use of related safety equipment as required.
  - p) Maintains well sites, tank sites, pump station site, PRV station sites, flow meter site, shop and garage areas, storage sites, and other work areas in a clean and orderly condition, including securing equipment at the close of the workday.
  - q) Installs street barricades and cones and controls traffic around work sites and special events to ensure safe conditions for the general public and District workers.
  - r) Locates and marks underground utilities in accordance with Underground Service Alert (USA) regulations.
  - s) Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions.
  - t) Maintains accurate logs and records of work performed and materials and equipment used.
  - u) Performs related duties as assigned.

### When performing as Water Operator III:

- a) Lead, plan, and participate in the work of staff responsible for a variety of water system maintenance activities.
- b) Plan, direct, and participate in drafting preventive water system maintenance programs.
- c) Supervise the use and operation of maintenance equipment and vehicles; operate equipment and vehicles as needed and as assigned.
- d) Train assigned employees in their areas of work in maintenance methods, techniques and in the set up and use of equipment.
- e) Verify the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications.
- f) Ensure the adherence to safe work practices and procedures.
- g) Accurately assess and evaluate work and maintenance service requests.
- h) Assist the Water Supervisor in the trouble shooting of water system projects and work requests.
- i) Maintain accurate records on installations and replacements; maintain inventory of supplies.
- j) Respond to public inquiries in a courteous manner; provide information within area of assignment; resolve complaints in an efficient and timely manner.

## JOB DESCRIPTION

**POSITION:** Water Operator I/II/III

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**FLSA STATUS:** Non-Exempt

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**REPORTS TO:** Water Supervisor

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- k) Identify opportunities for improving service delivery methods and procedures; provide recommendations concerning process changes; review with appropriate management staff; implement improvements.
- l) Basic computer skills including the ability to produce and maintain documents in Microsoft Office, look up and order supplies on-line; and enter and complete work orders.

### 3. QUALIFICATIONS

This position requires knowledge and proficiency in the following:

- a) Basic principles, practices, tools, and materials as they relate to the maintenance and repair of water systems infrastructure, facilities, and appurtenances similar to those in a municipal environment.
- b) Basic mathematics.
- c) Safe driving rules and practices.
- d) Basic computer software related to work.
- e) English usage, spelling, vocabulary, grammar, and punctuation.
- f) Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Water Operator II, in addition to the above:

- a) Maintenance principles, practices, tools, and materials for maintaining and repairing potable water distribution main and lateral pipeline systems, including complex residential and commercial water meters, valve cans, meter boxes, and water distribution valves.
- b) Traffic control procedures and traffic sign regulations.
- c) Operation and minor maintenance of a variety of hand and power tools, vehicles, and light to heavy power equipment.
- d) Operational characteristics of specialized water system maintenance and repair equipment.
- e) Occupational hazards and safety equipment and practices related to the work, including the handling of hazardous chemicals.
- f) Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- g) Computer applications related to the work, including SCADA and telemetry hardware and software.

Water Operator III, in addition to the above:

- a) Knowledge of principles and practices of effective supervision.

### 4. ESSENTIAL ABILITIES

- a) Perform basic construction, modification, maintenance, and repair work.

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**POSITION:** Water Operator I/II/III

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**REPORTS TO:** Water Supervisor

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- b) Troubleshoot maintenance problems and determine materials and supplies required for repair.
- c) Make accurate arithmetic calculations.
- d) Safely and effectively use and operate hand tools, mechanical equipment, power tools, and light to heavy equipment required for the work.
- e) Perform routine equipment maintenance.
- f) Maintain accurate logs and basic written records of work performed.
- g) Understand and follow oral and written instructions.
- h) Organize own work, set priorities, and meet critical time deadlines.
- i) Use English effectively to communicate in person, over the telephone, and in writing.
- j) Maintain regular, predictable, and punctual attendance.
- k) Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
- l) Must be able to provide regular on-call duty for response to off-hours emergency situations. Must be able to arrive at District facilities within thirty (30) minutes from the time of an initial call-back notification. Work hours are subject to 24 hour emergency callbacks and standby and requires working varying hours, overtime, weekends, and holidays.

### Water Operator II, in addition to the above:

- a) Perform construction, modification, maintenance, and repair work on potable water distribution main and lateral pipeline systems, including wells, pumps, residential and commercial water meters, valve cans, meter boxes, and water distribution valves.
- b) Perform water system maintenance and repair with accuracy, speed, and minimal supervision.
- c) Operate specialized water system maintenance and repair equipment.
- d) Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.
- e) Operate, maintain, and troubleshoot related SCADA and telemetry computer systems.
- f) Set up and operate traffic area construction zones, including cones, barricades, and flagging.
- g) Locate underground utilities by use of blue prints and electronic locating equipment in accordance with Underground Service Alert (USA) regulations.
- h) Read, interpret, and apply technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.
- i) Follow department policies and procedures related to assigned duties.
- j) Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

### Water Operator III, in addition to the above:

- a) Communicate effectively, both oral and in written form.

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**POSITION:** Water Operator I/II/III

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**FLSA STATUS:** Non-Exempt

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**REPORTS TO:** Water Supervisor

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- b) Effectively supervise subordinate staff.
- c) Establish and maintain effective working relationships.
- d) Organize time, staff and materials to meet deadlines.
- e) Identify problems, research and analyze relevant information, develop and present recommendations, and justification for solution.

### 5. PHYSICAL REQUIREMENTS

- a) Must possess mobility to work in the field walking for long periods of time, sometimes over rough, uneven or rocky surfaces, in and around water system facilities.
- b) Must possess strength, stamina, and mobility to perform medium to heavy physical work.
- c) Must be able to work in confined spaces, around machines, and to climb and descend ladders.
- d) Must be able to operate varied hand and power tools and construction equipment.
- e) Must be able to read printed materials and a computer screen.
- f) Must be able to communicate in person and over the telephone and radio.
- g) Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment as well as technical laboratory equipment.
- h) Must be capable of bending, stooping, kneeling, reaching and climbing to perform work and inspect work sites.
- i) Must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.
- j) Must be able to tolerate exposure to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes.
- k) Employees may interact with upset public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.
- l) Employees must be able to effectively communicate with a variety of individuals.

### 6. EDUCATION AND EXPERIENCE

Water Operator I: Equivalent to the completion of the twelfth (12th) grade and one (1) year of experience in construction, maintenance, and/or repair of water system and/or related facilities, systems, and appurtenances is desirable.

Water Operator II: Equivalent to the completion of the twelfth (12th) grade and supplemental specialized training in water treatment or distribution operations and/or maintenance or related field and three (3) years of experience in water system operations experience equivalent to Water Operator I at the District.

## JOB DESCRIPTION

**POSITION:** Water Operator I/II/III

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**FLSA STATUS:** Non-Exempt

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**REPORTS TO:** Water Supervisor

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Water Operator III: Equivalent to the completion of the twelfth (12th) grade supplemented by specialized training in water treatment or distribution and/or related coursework, and five (5) years of increasingly responsible experience in the operation and maintenance of a water distribution system and related facilities.

### 7. LICENSES

#### Water Operator I:

- a) Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- b) Possession of, or ability to obtain, a Grade I Water Distribution Certificate issued by the California State Water Resources Control Board within twelve (12) months of employment.
- c) Possession of, or ability to obtain, a Grade I Water Treatment Certificate issued by the California State Water Resources Control Board within twelve (12) months of employment.

#### Water Operator II:

- a) Possess and maintain a valid California Driver's License.
- b) Possession of and maintenance of a valid Grade II Water Distribution Operator Certificate issued by the California State Water Resources Control Board.
- c) Possession of and maintenance of a Grade II Water Treatment Certificate issued by the California State Water Resources Control Board.

#### Water Operator III:

- a) Possession and maintenance of a valid California Driver's License.
- b) Possession and maintenance of a Grade III Water Distribution Operator Certificate issued by the California State Water Resources Control Board.
- c) Possession of and maintenance of a valid Grade II Water Treatment Operator Certificate issued by the California State Water Resources Control Board.
- d) Possession and maintenance of a valid Grade 1 AWWA Lab Analyst certificate.

**JOB DESCRIPTION**

**POSITION:** Water Operator I/II/III

---

**FLSA STATUS:** Non-Exempt

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**REPORTS TO:** Water Supervisor

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**ACKNOWLEDGEMENT:**

By signing below, I acknowledge all of the following:

I have reviewed the above Job Description, and I understand it to be accurate and complete. I understand that management and/or the Board retains the right to assign me other tasks as necessary. I also understand that district management has the right to change this Job Description and my assigned job duties at any time.

If, at any time, I am unable to perform any of the assigned job duties or need any accommodation for medical reasons, I will alert the General Manager or his/her designee and will participate in an interactive process regarding possible workplace accommodations.

I understand that I am a non-exempt employee and that I can be required to work in excess of my normally assigned working hours, including being required to report to duty in cases of disaster response.

\_\_\_\_\_  
Employee's Name (print)

\_\_\_\_\_  
Employee's Name (signature)

\_\_\_\_\_  
Date

## JOB DESCRIPTION

**POSITION:** Wastewater Operator I/II/III

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**FLSA STATUS:** Non-Exempt

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**REPORTS TO:** Wastewater Supervisor

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### 1. DEFINITION AND SUMMARY OF DUTIES

Under direct or general supervision, performs a variety of work in the operation, construction, modification, maintenance, and repair of District wastewater equipment, facilities, pump/lift stations, and related appurtenances as found in a wastewater treatment plant and wastewater collection systems; operates and monitors the Supervisory Control and Data Acquisition (SCADA) system; takes periodic samples and performs standardized tests to ensure proper operation within established guidelines; performs preventive maintenance and makes minor repairs to plant facilities and equipment; and performs related work as required.

### SUPERVISION RECEIVED AND EXERCISED

Receives direct or general supervision from the Wastewater Operator III or Wastewater Supervisor. Wastewater Operator I exercises no supervision of staff. Wastewater Operator II may exercise technical supervision over lower level wastewater staff. The Wastewater Operator III has responsibility to regularly lead a crew in wastewater plant and collection system functions and projects and exercises technical and functional supervision over lower level wastewater staff.

### CLASS CHARACTERISTICS

Wastewater Operator I: This is the entry-level class in the wastewater operator series. Under direct supervision, Employees learn to operate and maintain wastewater treatment plant and collection systems, equipment, and appurtenances according to District practices and procedures, as well as State and Federal regulations. Positions at this level usually perform most of the duties required of the positions at the II level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. Employees receive on-the-job training and are expected to develop proficiency and knowledge necessary to obtain required certifications within the introductory period.

Wastewater Operator II: This is the journey-level class in the wastewater operator series that performs the full range of duties required to ensure that the wastewater treatment and collection facilities and systems operate effectively and are maintained in a safe and effective working condition. Responsibilities include performing standardized tests on wastewater operations equipment, inspecting and attending to issues in a timely manner, and performing a wide variety of tasks in the preventative maintenance and minor repair of assigned facilities and systems.

Positions in the Wastewater Operator class series are flexibly staffed and positions at the Wastewater Operator II level are normally filled by advancement from the I level after obtaining three (3) years of experience and after gaining the knowledge, skill, experience, licenses, and certifications which meet the qualifications for and after demonstrating the ability to perform the work of the higher-level class.

## JOB DESCRIPTION

**POSITION:** Wastewater Operator I/II/III

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**FLSA STATUS:** Non-Exempt

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**REPORTS TO:** Wastewater Supervisor

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Wastewater Operator III: This is the full journey-level class in the wastewater operator series. Responsibilities include planning, organizing, supervising, reviewing, and evaluating the work of wastewater collections and treatment plant operations and maintenance staff. Employees are expected to independently perform the full range of wastewater collections and treatment plant operations and maintenance duties. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines. May be designated as the Chief Plant Operator.

### 2. ESSENTIAL DUTIES AND RESPONSIBILITIES

- a) Monitors plant operations equipment and processes to ensure compliance with environmental and public health standards, including monitoring and making adjustments to optimize efficiency, making chemical dosage changes, changing pumping rates, and monitoring all equipment daily.
- b) Operates valves, pumps, and automated controls to regulate the flow of wastewater through the system; operates valves to dispose of wastewater effluent.
- c) Reviews and analyzes automated information and control system data and revises equipment settings as appropriate; notifies supervisor of unusual situations and makes inspections or corrects system problems as necessary.
- d) Reads, records, and calculates readings of meters and gauges; interprets information into operational characteristics; makes process adjustments according to information gathered, samples collected, readings, and records.
- e) Collects wastewater, sludge, and other samples from various phases of the treatment process; performs standard chemical and physical tests on these samples to ensure that the plant is operating effectively and that regulatory requirements are being met.
- f) Interprets and performs routine laboratory and process tests to optimize plant performance, checks the results, and recommends changes to the Wastewater Operator III or Wastewater Supervisor.
- g) Performs proper usage and handling of chemicals according to industry standards.
- h) Assists in preventive maintenance on a variety of treatment plant equipment, such as electric motors, engines, gas and electric powered pumps, drive units, emergency systems, power generation systems, pressure and flow regulators, and other treatment plant fixtures and appliances.
- i) Lubricates pumps, motors, chains, conveyors, blowers, chlorinators, sprinklers, rotation distributors, scrapers, filter screens, and other machinery and equipment; removes blockages; replaces worn parts;

## JOB DESCRIPTION

**POSITION:** Wastewater Operator I/II/III

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**FLSA STATUS:** Non-Exempt

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**REPORTS TO:** Wastewater Supervisor

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participates in determining equipment problems and suggesting methods of minimizing such problems in an operational setting.

- j) Performs inspection, construction, maintenance, and repair activities of wastewater collection systems; checks, cleans, and repairs collection system and treatment plant lines, pits, screens, tanks, and mechanisms; shuts down appropriate parts for repair and returns to service once repair is completed.
- k) Operates and maintains a variety of hand and power tools and equipment related to work assignments as instructed.
- l) Locates and marks underground utilities in accordance with Underground Service Alert (USA) regulations.
- m) Performs pretreatment inspections and tests of industrial and commercial waste disposal systems to ensure compliance with ordinances and permit requirements.
- n) Performs a variety of general and ground maintenance activities, including mowing, edging, and trimming landscaped areas as scheduled, weed abatement, and painting facilities and equipment when needed; assists in maintenance painting of plant machinery, equipment, piping, and other structures; maintains work areas in a clean and orderly condition, including securing equipment at the close of the workday.
- o) Responds to operations, maintenance, and repair emergency situations as required.
- p) Maintains records and logs of daily activities; prepares reports as necessary.
- q) Observes safe work methods and makes appropriate use of related safety equipment as required.
- r) Performs related duties as assigned.

### When performing as Wastewater Operator III:

- a) Lead, plan, and participate in the work of staff responsible for a variety of wastewater maintenance activities.
- b) Plan, direct, and participate in drafting preventive wastewater maintenance program.
- c) Supervise the use and operation of wastewater maintenance equipment and vehicles; operate equipment and vehicles as needed and as assigned.
- d) Train assigned employees in wastewater maintenance methods, techniques and in the set up and use of equipment.
- e) Verify the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications.
- f) Ensure the adherence to safe work practices and procedures.
- g) Accurately assess and evaluate work and maintenance service requests.
- h) Assist the Wastewater Supervisor in the trouble shooting of wastewater projects and work requests.

## JOB DESCRIPTION

**POSITION:** Wastewater Operator I/II/III

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**FLSA STATUS:** Non-Exempt

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**REPORTS TO:** Wastewater Supervisor

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- i) Maintain accurate records on installations and replacements; maintain inventory of supplies.
- j) Respond to public inquiries in a courteous manner; provide information within area of assignment; resolve complaints in an efficient and timely manner.
- k) Identify opportunities for improving service delivery methods and procedures; provide
- l) recommendations concerning process changes; review with appropriate management staff; implement improvements.
- m) Basic computer skills including the ability to produce and maintain documents in Microsoft Office, look up and order supplies on-line; and enter and complete work orders.

### 3. QUALIFICATIONS

This position requires knowledge and proficiency in the following:

- a) Basic principles, practices, tools, and materials as they relate to the operation, cleaning, and preventive maintenance of wastewater treatment, disposal, and collection systems, facilities, and equipment.
- b) Basic principles and practices of record-keeping methods.
- c) Safe driving rules and practices.
- d) Basic computer software related to work.
- e) English usage, spelling, vocabulary, grammar, and punctuation.
- f) Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Wastewater Operator II, in addition to the above:

- a) Principles, practices, equipment, materials, and tools used in the operation, cleaning, and preventive maintenance of wastewater treatment, disposal, and collection systems, facilities, and equipment.
- b) Operation and preventive maintenance of piping systems, including pipes, valves, and related appurtenances.
- c) Standard chemical and physical tests of wastewater, sludge, and related materials.
- d) Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures.
- e) Basic equipment troubleshooting principles and practices.
- f) Basic mechanical, electrical, and hydraulic principles.
- g) Basic arithmetic and statistical techniques.
- h) Safe work methods and safety practices pertaining to the work, including the handling and storage of hazardous chemicals.

Wastewater Operator III, in addition to the above:

- a) Knowledge of principles and practices of effective supervision.

## JOB DESCRIPTION

**POSITION:** Wastewater Operator I/II/III

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**FLSA STATUS:** Non-Exempt

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**REPORTS TO:** Wastewater Supervisor

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### 4. ESSENTIAL ABILITIES

- m) Safely and effectively use and operate hand tools, mechanical equipment, power tools, and light to heavy equipment required for the work.
- n) Perform routine equipment maintenance.
- o) Maintain accurate logs, records, and basic written records of work performed.
- p) Operate a motor vehicle safely.
- q) Understand and follow oral and written instructions.
- r) Organize own work, set priorities, and meet critical time deadlines.
- s) Use English effectively to communicate in person, over the telephone, and in writing.
- t) Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
- u) Must be able to provide regular on-call duty for response to off-hours emergency situations. Must be able to arrive at District facilities within thirty (30) minutes from the time of an initial call-back notification. Work hours are subject to 24 hour emergency callbacks and standby and requires working varying hours, overtime, weekends, and holidays.

#### Wastewater Operator II, in addition to the above:

- a) Operate, maintain, and repair a variety of wastewater treatment, disposal, and collection systems, facilities, and equipment.
- b) Recognize and correct or report unusual, inefficient, or dangerous operating conditions.
- c) Read a variety of gauges, charts, and meters, record data accurately and make appropriate process adjustments.
- d) Conduct standard chemical and physical tests of wastewater, sludge, and related materials.
- e) Handle hazardous chemicals in a safe manner.
- f) Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.
- g) Set up and operate traffic area construction zones, including cones, barricades, and flagging.
- h) Locate underground utilities by use of blue prints and electronic locating equipment in accordance with Underground Service Alert (USA) regulations.
- i) Read, interpret, and apply technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.
- j) Make accurate arithmetic calculations.
- k) Follow department policies and procedures related to assigned duties.
- l) Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

#### Wastewater Operator III, in addition to the above:

- a) Communicate effectively, both oral and in written form.

## JOB DESCRIPTION

**POSITION:** Wastewater Operator I/II/III

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**FLSA STATUS:** Non-Exempt

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**REPORTS TO:** Wastewater Supervisor

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- b) Effectively supervise subordinate staff.
- c) Establish and maintain effective working relationships.
- d) Organize time, staff and materials to meet deadlines.
- e) Identify problems, research and analyze relevant information, develop and present recommendations, and justification for solution.

### 5. PHYSICAL REQUIREMENTS

- m) Must possess mobility to work in the field walking for long periods of time, sometimes over rough, uneven or rocky surfaces, in and around wastewater collection and treatment system facilities.
- n) Must possess strength, stamina, and mobility to perform medium to heavy physical work.
- o) Must be able to work in confined spaces, around machines, and to climb and descend ladders.
- p) Must be able to operate varied hand and power tools and construction equipment.
- q) Must be able to read printed materials and a computer screen.
- r) Must be able to communicate in person and over the telephone and radio.
- s) Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment as well as technical laboratory equipment.
- t) Must be capable of bending, stooping, kneeling, reaching and climbing to perform work and inspect work sites.
- u) Must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.
- v) Must be able to tolerate exposure to raw wastewater, loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes.
- w) Employees may interact with upset public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.
- x) Employees must be able to effectively communicate with a variety of individuals.

### 6. EDUCATION AND EXPERIENCE

Wastewater Operator I: Equivalent to the completion of the twelfth (12th) grade and one (1) year of experience in construction, maintenance, and/or repair of wastewater system and/or related facilities, systems, and appurtenances is desirable.

Wastewater Operator II: Equivalent to the completion of the twelfth (12th) grade and supplemental specialized training in wastewater treatment plant operations and/or

## **JOB DESCRIPTION**

**POSITION:** Wastewater Operator I/II/III

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**FLSA STATUS:** Non-Exempt

---

**REPORTS TO:** Wastewater Supervisor

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maintenance or related field and three (3) years of experience in wastewater treatment plant operations experience equivalent to Wastewater Operator I at the District.

Wastewater Operator III: Equivalent to the completion of the twelfth (12th) grade supplemented by specialized training in wastewater collections or treatment operations and maintenance and five (5) years of responsible experience in the operation and maintenance of a wastewater treatment plant and collection system.

### **7. LICENSES**

#### Wastewater Operator I:

- a) Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- b) Ability to obtain an Operator-In-Training certificate issued by the California State Water Resources Control Board (SWRCB) within six (6) months of employment.
- c) Ability to obtain a Grade 1 Wastewater Collection System Maintenance Certificate issued by the California Water Environment Association within twelve (12) months of employment.
- d) Ability to obtain a Grade I Wastewater Treatment Plant Operator certificate issued by the SWRCB within twenty-four (24) months of employment.

#### Wastewater Operator II:

- a) Possession and maintenance of a valid California driver's license.
- b) Possession and maintenance of a Grade II Wastewater Treatment Plant Operator certificate issued by the SWRCB.
- c) Possession and maintenance of a Grade II Wastewater Collection System Maintenance Certificate issued by the California Water Environment Association.

#### Wastewater Operator III:

- a) Possession and maintenance of valid California driver's license.
- b) Possession and maintenance of a Grade III Wastewater Treatment Plant Operator certificate issued by the State Water Resources Control Board (SWRCB).
- c) Possession and maintenance of a Grade III Wastewater Collection System Maintenance Certificate issued by the California Water Environment Association.
- d) Possession and maintenance of a valid Grade 1 AWWA or CWEA Lab Analyst certificate.

**JOB DESCRIPTION**

**POSITION:** Wastewater Operator I/II/III

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**FLSA STATUS:** Non-Exempt

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**REPORTS TO:** Wastewater Supervisor

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**ACKNOWLEDGEMENT:**

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\_\_\_\_\_  
Employee's Name (print)

\_\_\_\_\_  
Employee's Name (signature)

\_\_\_\_\_  
Date