



CLASS SPECIFICATION

Operations Technician I/II/III/IV (Flex)

FLSA Status: Non-Exempt
EEOC Job Category: Technicians
Employment Condition: Classified

GENERAL PURPOSE

Performs a wide variety of skilled journey-level duties and tasks involved in the construction, repair, maintenance and operation of District water distribution, recycled water systems, water treatment and wastewater collection and treatment systems and facilities; participates and assists in the inspection and maintenance of fleet vehicles and construction equipment; reads water meters on an assigned route; completes field memo work requests; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Operations Technician I is the entry-level class in the Operations Technician series. Initially under the guidance and direction of a Senior Operations Technician or Operations Technician II, III, or IV, incumbents learn and perform the full range of duties associated with the class. After initial training, incumbents are expected to work independently on the less skilled or complex assignments of the class. This class is alternately staffed with Operations Technician II, and incumbents may advance to the higher level after gaining experience, demonstrating proficiency, and obtaining the required certification / license, which will meet the qualifications for the higher level class.

Operations Technician II is the semi skilled, journey-level class in this series. Incumbents perform the full range of duties of the class independently or as a member of a small crew with limited guidance and direction, applying a thorough knowledge of the assigned section's systems, facilities, equipment, procedures and standards for the construction, installation, maintenance, repair and operation of assigned equipment and facilities. Assignments vary, encompass a variety of tasks, seldom require detailed instructions, and require sound judgment and initiative. This class is alternately staffed with Operations Technician III, and incumbents may advance to the higher level after gaining experience, demonstrating proficiency, and obtaining the required certification / license or coursework, which meet the qualifications for the higher-level class.

Operations Technician III is the full journey-level class in this series. Under minimal guidance and direction, incumbents carry out duties and assignments requiring full technical knowledge and skill in the work of an assigned unit. Incumbents may advance to the higher level after gaining experience, demonstrating proficiency, and obtaining the required certification / license or coursework, which meet the qualifications for the higher-level class.

Operations Technician IV is the advanced journey-level class in this series. Under general guidance and direction, incumbents work independently to carry out duties and assignments requiring advanced technical knowledge and skill.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class. There will typically be an assigned work schedule for these duties.

General

1. Coordinates and reviews the work of lower level staff; provides technical assistance; prepares work plans; evaluates work-in-progress; participates in the training of staff.
2. Recommends and assists in the implementation of goals and objectives; assists in establishing workload schedules and implementing policies and procedures.

3. Performs grounds maintenance, weed abatement and facilities cleaning duties, some of which require heavy manual labor.
4. Uses and properly cares for a variety of specialized hand tools, vehicles and equipment; delivers parts, materials, tools, equipment and vehicles to other locations.
5. Operates a pager, cell phone and a mobile and/or base station two-way radio for dispatching and routine communications.
6. Researches and compiles data for various programs, projects and reports; prepares reports related to assigned functions.
7. Maintains logs, records and files in accordance with state and federal laws and regulations and District policies and procedures.
8. Investigates Public complaints and recommends corrective action.
9. Provides accurate and legible data input for timesheets, workload planning, and other related documents.
10. Participates in safety training programs and other related functions.

Fuel / Janitorial

1. Performs routine fueling of vehicles and equipment; records consumption, mileage, and time readings.
2. Provides janitorial services for all operation center building and grounds, as assigned.
3. Performs light maintenance such as; changing light bulbs and air conditioner filters.
4. Assist warehouse person with stocking materials and forklift operations.
5. Operate a variety of light equipment, tractors, blowers, etc. for grounds maintenance.

Maintenance and Construction

1. Performs work involved in the construction, maintenance and repair of water and sewer mains, service laterals, valves, pumps, motors and other related equipment; implementation of a leak detection program; prepares map measurements of new main and valve locations; conducts flow testing of fire hydrants, calculates results and records findings.
2. Operates a variety of heavy and light equipment, including backhoes, front end loaders, dump trucks, air compressors, jackhammers, welders, asphalt rollers and tapping machines; operates electronic underground pipeline locating and leak detection equipment.
3. Performs traffic control functions during street construction, including operating sign boards, flagging and placing and removing barricades, delineators, warning signs and traffic plates in work areas.
4. Performs general maintenance duties including carpentry, cement work, fabrication and welding; performs minor repair and patchwork of streets and sidewalks; removes graffiti and paints fire hydrants, air valves, cabinet enclosures and reservoirs.

Warehouse

1. Receives, unpacks, stores, locates, moves and issues a variety of tools, materials, supplies and equipment; data enters warehouse supplies ordered, received and issued.
2. Conducts perpetual and periodic inventories of tools, materials, supplies and equipment; prepares paperwork for purchases and assigns stock numbers to incoming materials and supplies.

3. Issues, receives and accounts for tools, vehicle keys and equipment used by employees; follows up on items not returned; inspects tools and equipment for damage.
4. Arranges layout of warehouse; operates a forklift and other equipment for warehousing functions; maintains cleanliness of storage areas.

SCADA

1. Maintains and repairs both hardware and software related to field Programmable Logic Controller (PLC), radio equipment, and host computer operations and system alarms.
2. Operates fault detection and location equipment for underground cable and water systems; performs cable splice repairs; operates various calibrations and test equipment associated with process control devices.
3. Designs, plans and implements a variety of special projects; installs and/or monitors the installation of pump control equipment.
4. Operates the SCADA system to monitor and control various pumping and regulated flow systems using visual and ladder logic programming.

Preventative Maintenance

1. Plans, schedules and coordinates the preventative maintenance program for District facilities to include various construction and industrial equipment; performs preventative maintenance on a regular basis; maintains service records.
2. Determines supplies and materials necessary to perform preventative maintenance; requisitions supplies and equipment as required.
3. Performs repairs of pump facilities, turnout, reservoirs, and treatment plants; reports actual and potential problems to management; collects and files data from pressure recording equipment and performs maintenance as needed.

Water Quality

1. Performs main flushing, sample station maintenance and testing for proper chlorine residuals throughout the distribution system; operates portable chlorination injection systems and water quality field-test equipment; performs chlorination, flushing and pressure testing on new or repaired water mains.
2. Inspects distribution facilities and reservoirs for proper water quality; takes bacteriological, general physical and chemical water supplies; investigates reports and follows up on customer related water quality system complaints.
3. Operates the SCADA system to monitor and control various pumping and regulated flow systems; calculates and adjusts water flows as required to meet irrigation schedules, desired reservoir levels, system demands, and cycling for water quality.
4. Collects water samples for on-site chemical testing using related field equipment or outside laboratory analysis.

Recycled Water/Backflow

1. Coordinates, recommends, develops and designs various elements of the recycled water program; monitors a variety of agricultural, commercial and public use areas to ensure compliance with District and regulatory requirements regarding quantity and use of recycled water and distribution.
2. Ensures plan checks are processed through the Engineering Department for specifications and documentation of new, use or conversion sites; maintains conformance with the Department of Public Health (DPH), District regulations and standards.
3. Oversees shutdown testing of all recycled water facilities in conjunction with DPH and prepares documentation of such testing. Develops inspection and cross connection test schedules for all recycled water use sites to be in compliance with the regulatory requirements.
4. Schedules and coordinates activities with customers and other District personnel.
5. Coordinates the backflow and cross connection prevention program to include monthly notices to customers for required testing, commercial site surveys, site inspections, and district owned backflow device testing.
6. Provides training to customers "Use Site Supervisor" and personnel regarding use of recycled water.
7. Coordinates with customers, Engineering Department staff, DPH and other related government agencies regarding inspection and approval of sites.

Plant Operator (Water)

1. Operates and maintains treatment plant equipment including computer control system, alarm signals, chemical feed system, and filter systems. Make adjustments in plant operation as needed due to seasonal changes, quality changes, maintenance schedules, or special circumstances.
2. Operates valves and gates; starts and stops pumps, engines and electric motors to control and adjust flow and treatment processes; operates and maintains boilers and inspects plant machinery and equipment, to determine need for repairs and performs routine maintenance work as needed; carries out operating orders in the plant.
3. Read meters, gauges and other control and measuring devices; maintains operations logs including records of meter and gauge readings and reports regarding mechanical repairs and plant operations.
4. Calculates flow rates, sets pumping rates and makes processes adjustments in accordance with the Department of Health Services requirements.
5. Reads and interprets plant piping and distribution plans; assists in locating and troubleshooting plant malfunctions.
6. Conduct distribution water sampling as required to ensure water quality objectives are met.

Meter Reading

1. Operates computerized and radio controlled meter reading devices to read water meters on an assigned route and records accurate readings; reports meter or service defects, unusual water flows, fire hydrant use or unauthorized water usage and theft.
2. Performs metering services including meter installations, turn-ons and shut-offs and door hangers; performs repairs on meters including replacing glass, registers, meter boxes and associated plumbing.

3. Responds to customer inquiries regarding billing, consumption, meter reading, service work performed and water conservation.
4. Reads and maintains agricultural metered connections; verifies daily scheduled consumption and accuracy; reads and maintains locations of temporary construction meters for land developments.

Wastewater Sampling

1. Schedules, operates, and maintains automatic sampling equipment and collects samples for onsite testing or laboratory analyses, and maintains records.
2. Collects data from metering installations and chart recordings equipment; perform light maintenance for related equipment.
3. Operate various types of gas detection equipment and atmospheric monitoring devices.
4. Assist with sewer line cleaning and repairs.
5. Inspect sewer lift stations and performs required maintenance.

Wastewater Collection Systems / SARI Line

1. Operate vactor truck in the cleaning and flushing of sewer lines, siphons, and laterals.
2. Operates and maintains various types of gas detection, atmospheric monitoring and sewer system maintenance equipment and devices; investigates stoppages in sewer lines; cleans, flushes, repairs and replaces sewer lines.
3. Collects data from metering installations and chart recording equipment; performs maintenance on or replaces metering and recording equipment.
4. Participates in the operation of the truck dump station and performs necessary monitoring, record keeping and reporting; uses simple laboratory instruments, and calibrates as necessary.
5. Inspects sewer lift stations and performs required maintenance.
6. Operates electronic pipeline location equipment.

Plant Operator (Wastewater)

1. Participates in the operation and maintenance of wastewater treatment facilities to control flow and processing of wastewater, sludge and effluent; monitors gauges, meters, SCADA, and control panels; observes variations in operating conditions and interprets meter and gauge readings and test results to determine processing requirements.
2. Operates valves and gates; starts and stops pumps, engines and electric motors to control and adjust flow and treatment processes; operates and maintains boilers and incinerators; inspects plant machinery, equipment, storage ponds and disposal systems to determine need for repairs and performs routine maintenance work as needed; carries out operating orders in the plant.
3. Reads meters, gauges and other control and measuring devices; maintains operations logs including records of meter and gauge readings and reports regarding mechanical repairs and plant operations.
4. Calculates loadings and flow rates, sets pumping rates and makes processes adjustments in accordance with the Water Quality Control Board discharge requirements.
5. Reads and interprets plant piping and distributing plans; assists in locating and troubleshooting plant malfunctions.

Wastewater Laboratory

1. Operates and maintains water/wastewater laboratory; collects samples and perform analytical testing and maintains required records, logs, and reports.
2. Evaluates laboratory and operational plant data to recommend plant adjustments to supervisor.

OTHER DUTIES AS ASSIGNED

1. Provides technical guidance, direction, and cross training of lower level staff, as directed.
2. Works overtime, weekends, holidays, and Call Time as required to provide for emergency response and to accommodate the needs of the business.
3. Attends safety meetings as required; reports all workplace accidents, violations or infractions to management.

QUALIFICATIONS

Knowledge of:

1. Operations, services, maintenance requirements and activities of water distribution systems.
2. Methods, tools and equipment used to clean, maintain and repair waterlines, pumps and motors.
3. Methods, materials and equipment used in the construction and repair of water and wastewater systems.
4. Basic principles of hydraulics.
5. Operations and proper repair techniques of valves, fittings and hydrants.
6. Pipe and meter installation procedures.
7. Tools, equipment and procedures used in the overhaul, repair and adjustment of gas and diesel powered vehicles and equipment.
8. Operation and care of internal combustion engines, pumping systems and hydraulic equipment.
9. Advanced process control equipment; purposes and functions.
10. Advanced troubleshooting techniques, methods, and equipment associated with SCADA system repairs.
11. Operation and repair of a variety of District-owned vehicles and equipment.
12. Treatment processes used in wastewater treatment plants.
13. Operation, maintenance and cleaning of wastewater treatment equipment and facilities.
14. Principles and practices of record keeping.
15. Safety practices and regulations.

Ability to:

Depending on job function one or more of the following will be required:

1. Operate a variety of construction and maintenance equipment in a safe and effective manner.
2. Operate a computer and understand basic hardware and software.
3. Operate computerized telemetry terminals.

4. Design, test, and download computerized Programmable Logic Controller (PLC) control logic and operating schemes.
5. Perform a variety of construction, repair and maintenance tasks involving water distribution systems and wastewater collection systems.
6. Read, interpret and understand blueprints, construction drawings and electrical schematics.
7. Test and troubleshoot low-med voltage electrical circuits.
8. Perform heavy manual labor.
9. Perform a variety of manual tasks for extended periods of time.
10. Use a variety of mechanical tools and equipment with skill.
11. Perform advanced vehicle and equipment mechanical work, including troubleshooting equipment for both minor and major repair work.
12. Prepare clear and concise written communications.
13. Perform assigned work in accordance with appropriate safety practices and regulations.
14. Establish and maintain effective working relationships with those encountered in the course of work.

Education, Training and Experience:

A typical way of obtaining the knowledge's, skills and abilities outlined above is graduation from high school or G.E.D. equivalent; and three years of increasingly responsible experience in the operation, construction and repair of water distribution and wastewater treatment and collection systems and/or three years of experience in the maintenance and repair of automotive and construction equipment; or an equivalent combination of training, certification and experience.

An Operations Technician I may be considered for advancement to Operations Technician II or an Operations Technician II may be considered for advancement to Operations Technician III, or an Operations Technician III may be considered for advancement to Operations Technician IV after gaining the experience and demonstrating proficiency to perform the required range of Class Essential Duties and meeting the required certification levels / license, and years of experience in accordance with each job classification.

Licenses; Certificates; Special Requirements:

- High School Diploma or GED equivalent.
- A valid California Class C Driver License and the ability to maintain insurability under the District's vehicle insurance program.
- See appendix "A" or "B" for specific requirements for job functions under each job class.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is frequently required to reach, bend, twist, squat, walk; sit; climb ladders or stairs, balance; stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 50 pounds unassisted and occasionally up to 80 pounds.



Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or new skills; work under deadlines with constant interruptions; and interact with District staff and the public.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee regularly works in outside weather conditions and in or near street traffic with significant exposure to moving vehicles. The employee regularly works near moving mechanical parts, is exposed to wet and/or humid conditions and vibration, and works in precarious and confined places.

The employee frequently works on slippery or uneven surfaces and is occasionally exposed to fumes or airborne particles, sewage, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is frequently loud.



Appendix “A” (Operations Technician I/II/III/IV)

Classification Requirements for Water Treatment, Maintenance, and Distribution

	Job Function	Certification	Grade	DMV Class	Experience	Additional Skills / Responsibilities
Operations Technician I	Meter Reader	n/a	n/a	C	n/a	Entry level position, minimum requirements, high school diploma and basic communication skills.
	Wtr Quality	n/a	n/a	C	n/a	
	Maint/Const	n/a	n/a	C	n/a	
	Warehouse	n/a	n/a	C	n/a	
	Preventative Maint	n/a	n/a	C	n/a	
Operations Technician II	Meter Reader	Distribution	1	C	1 Yr	Should be proficient enough to perform the essential functions of the job with moderate supervision.
	Water Quality	Dist/Treat	1/1	*	1 Yr	
	Maint/ Const	Distribution	1	A	1 Yr	
	Plant Operator	Dist/Treat	1/1	C	1 Yr	
	SCADA	Distribution	1	C	1 Yr	
	Warehouse	Distribution	1	C	1 Yr	
	Preventative Maint	Distribution	1	*	1 Yr	
	Fuel / Janitor	Distribution	1	C	1 Yr	
Recycled Water	Dist/Backflow	1/Tester	C	1 Yr		
Operations Technician III	Meter Reader	Dist/**PDC	2	C	3 Yr	Should be proficient enough to perform the essential functions of the job with minimal supervision.
	Water Quality	Dist/Treat/**PDC	2/2	*	3 Yr	
	Maint/Const	Dist/**PDC	2	A	3 Yr	
	Plant Operator	Dist/Treat/**PDC	2/2	C	3 Yr	
	SCADA	Dist/**PDC	2	C	3 Yr	
	Warehouse	Dist/**PDC	2	C	3 Yr	
	Preventative Maint	Dist/Maint/**PDC	2/1	*	3 Yr	
Recycled Water	Dist/Backflow	2/Tester	C	3 Yr		
Operations Technician IV	Meter Reader	Dist/**PDC	3	C	5 Yr	Should be proficient enough to perform the essential functions of the job under general guidance and direction. Oversee the activities of lower level staff.
	Water Quality	Dist/Treat/**PDC	3/2	*	5 Yr	
	Maint/Const	Dist/**PDC	3	A	5 Yr	
	Plant Operator	Dist/Treat/**PDC	2/3	C	5 Yr	
	SCADA	Dist/**PDC	3	C	5 Yr	
	Warehouse	Dist/**PDC	3	C	5 Yr	
	Preventative Maint	Dist/Maint/**PDC	2/2	*	5 Yr	
Recycled Water	Dist/Backflow	3/ *** Specialist	C	5 Yr		

*Note – Depending upon assigned job functions, a DMV Driver License Class “A” or “B” maybe required.

** Professional development coursework (PDC) will be required based on specific job function and supervisor's discretion.

*** Cross Connection Control Program Specialist



Appendix "B" (Operations Technician I/II/III/IV)

Classification Requirements for Wastewater Treatment and Collections

*Depending upon assigned job functions, a DMV Driver License Class "A" or "B" maybe required.

	Job Function	Certification	Grade	DMV Class	Experience	Additional Skills / Responsibilities
Operations Technician I	Sampling	n/a	n/a	C	n/a	Entry level position minimum requirements, high school diploma and basic communication skills.
	Collections Sys	n/a	n/a	C	n/a	
	SARI Line	n/a	n/a	C	n/a	
	Laboratory	n/a	n/a	C	n/a	
	Preventative Maint	n/a	n/a	C	n/a	
	Plant Operator	WW Operator	OIT	C	n/a	
Operations Technician II	Sampling	Sampler	Cert	C	1 Yr	Should be proficient enough to perform the essential functions of the job with moderate supervision.
	Collections Sys	Collections	1	*	1 Yr	
	SARI Line	Collections	1	*	1 Yr	
	Laboratory	Analyst	1	C	1 Yr	
	Preventative Maint	Collections	1	*	1 Yr	
	Plant Operator	WW Operator	1	C	1 Yr	
Operations Technician III	Sampling	Pretreatment/**PDC	2	C	3 Yr	Should be proficient enough to perform the essential functions of the job with minimal supervision.
	Collections Sys	Collections/**PDC	2	*	3 Yr	
	SARI Line	Collections/**PDC	2	*	3 Yr	
	Laboratory	Analyst/**PDC	1	C	3 Yr	
	Preventative Maint	Collections/**PDC	2	*	3 Yr	
	Plant Operator	WW Operator / **PDC	2	C	3 Yr	
Operations Technician IV	Sampling	Pretreatment/ **PDC	3	C	5 Yr	Should be proficient enough to perform the essential functions of the job under general guidance and direction. Oversee the activities of lower level staff.
	Collections Sys	Collections/**PDC	3	*	5 Yr	
	SARI Line	Collections/**PDC	3	*	5 Yr	
	Preventative Maint	Collections/**PDC	3	*	5 Yr	
		Plant Operator	WW Operator/ Lab/**PDC	3/1	C	

** Professional development coursework (PDC) will be required based on specific job function and supervisor's discretion.

Requirement: Pre-employment Drug Testing

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