



## Job Description

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.*

<b>Job title</b>	Waterworks Technician I/II
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### **GENERAL PURPOSE**

Under immediate (Waterworks Technician I) to general (Waterworks Technician II) supervision, performs a wide variety of skilled work in the installation, maintenance, and modification to District facilities, system pressure, and seismic protection; performs inspections consistent with the preventive maintenance schedule; and performs related duties as assigned.

### **DISTINGUISHING CHARACTERISTICS**

Waterworks Technician I: This is the skilled entry-level classification in the Waterworks Technician series. Initially under close supervision, incumbents learn to perform hydraulic testing and monitoring; valve exercising, and automatic control valve installation and operation. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the Waterworks Technician 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.

Waterworks Technician II: This is the fully qualified journey-level classification in the Waterworks Technician series. Positions at this level are distinguished from the Waterworks Technician 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 of the work unit.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives immediate (Waterworks Technician I) to general (Waterworks Technician II) supervision from the Water Operations Supervisor. Exercises no direct supervision over staff.

### **TYPICAL 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 position.*

*Positions at the Waterworks Technician I level may perform some of these duties and responsibilities in a learning capacity.*

- Performs a variety of skilled duties involved in the inspection, diagnosis, troubleshooting, repair, and maintenance of the water distribution systems as they relate to pump testing, automatic control valve settings, seismic valves, and valve exercising; coordinates activities with other sections and divisions or agencies.
- Performs annual inspections/maintenance on over 300 automatic control valves (earthquake, altitude, and regulating), as designated by the preventative maintenance schedule.
- Installs, calibrates, and repairs pressure recorders.
- Maintains accurate records for all control and seismic valves; maintains facility database for all maintenance, repair, and replacements performed on valves.
- Researches and submits requisitions for necessary tools, equipment, and supplies required to perform duties; obtains quotes for new valve replacement or special equipment.
- Researches new operational methods, techniques and equipment and recommends their application; assists in designing control valve applications.
- Plans and lays out jobs from blueprints, drawings, sketches, or verbal instructions; maintains records in the form of blueprints, plans, and specifications for industrial and waterworks equipment and machinery.
- May assist in the training or instructing others in the work and may lead the work of others as a project leader.
- Responds to emergency situations as necessary.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

## **REQUIRED QUALIFICATIONS**

*Positions at the Waterworks Technician I level may exercise some of these knowledge and abilities statements in a learning capacity.*

### Knowledge of:

- Principles, methods, techniques, tools, and equipment used in the installation, maintenance, and the operation of a large waterworks system.
- Basic practices of engineering design, cost estimating, and drafting techniques.
- Methods and techniques of diagnosing, repairing, and exercising a wide range of valves used in water distribution systems.
- Principles and practices of preventive maintenance.
- Mathematics including algebra and geometry; water hydraulics and electrical theory.
- Federal, state, and local codes, ordinances, and regulations in assigned areas of responsibility.
- Principles and practices of recordkeeping.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

### Ability to:

- Independently troubleshoot a water distribution system to test, repair, and maintain components and valves within the system.
- Conduct preventive maintenance inspections.
- Coordinate work assignments with other sections, divisions, or agencies.
- Read and interpret engineering drawings, survey notes, and mechanical specifications.
- Train others in work processes and procedures.
- Follow and apply written and oral work instructions.
- Maintain accurate records and files.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies, and procedures, and standards relevant to work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, and procedural guidelines.

- Effectively use computer systems, software applications, relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Experience:

*Any combination of experience and education that provides the required knowledge and abilities is qualifying, along with the specific licenses/certifications as outlined below:*

- Waterworks Technician I: Two (2) years of experience in the installation, maintenance, and repair of pumping equipment, including valves, pumps, and motors.
- Waterworks Technician II: Three (3) years of progressively responsible experience in the installation, maintenance, and repair of pumping equipment, including valves, pumps, and motors, or one (1) year as a Waterworks Technician I with the District.

Education:

- Waterworks Technician I/II: Equivalent to completion of the twelfth (12<sup>th</sup>) grade, supplemented by specialized training in mechanical, electrical, or water/wastewater operations.

Licenses/Certifications:

- A valid California driver's license and the ability to maintain insurability under the District's Vehicle Insurance Policy.
- Waterworks Technician I: A State of California Water Distribution Operator Certificate Grade II or the ability to obtain such within fifteen (15) months from date of hire.
- Waterworks Technician II: A State of California Water Distribution Operator Certificate Grade III; Cla-Valve certification desirable.

**PHYSICAL DEMANDS**

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

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various District sites; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

### **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.*

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

### **FLEX REQUIREMENTS**

Positions in the Waterworks Technician I/II class series are flexibly staffed; positions at the Waterworks Technician II level are normally filled by advancement from the Waterworks Technician I; progression to the Waterworks Technician II level is dependent on (i) management affirmation that the position is performing the full range of duties assigned to the classification; (ii) satisfactory work performance; (iii) the incumbent meeting the minimum qualifications for the classification including any licenses and certifications; and (iv) management approval for progression to the Waterworks Technician II level.

This job description has been reviewed and approved by all levels of management in cooperation with the union (if applicable):

<b>Approved by:</b>	<i>Board of Directors</i>
<b>Date adopted:</b>	<i>March 29, 2020</i>
<b>Date modified:</b>	
<b>FLSA determination:</b>	<i>Non-Exempt</i>

**Job Description Acknowledgment**

*I have received, reviewed and fully understand the job description for Waterworks Technician I/II. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.*

*Employee Name (print):* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Employee Number:* \_\_\_\_\_

*Employee Signature:* \_\_\_\_\_