

# CITY OF SAN JUAN CAPISTRANO

## UTILITIES OPERATOR II

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

### **DEFINITION**

To perform a variety of skilled technical functions in relation to the operation, maintenance and repair of assigned City water systems, sewer lines, pump stations, or water distribution systems including meters, pumps, motors, and telemetry systems, storm drains and other equipment; to assist in ensuring the delivery of safe, reliable and uninterrupted water services to the public; to respond to water maintenance emergencies and public complaints; and to perform other related duties as assigned.

### **DISTINGUISHING CHARACTERISTICS**

This is the full journey level class within the Utilities Operator series. Employees within this class are distinguished from the Utilities Operator I by the performance of the full range of duties as assigned including performing skilled and semi-skilled maintenance activities. Employees 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. Positions in this class are flexibly staffed and are normally filled by advancement from the Utilities Operator I level, or when filled from the outside require prior experience. This class is distinguished from the Utilities Operator III in that the latter assumes lead responsibilities.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from higher level supervisory or management staff.

**ESSENTIAL FUNCTION STATEMENTS**. *Essential responsibilities and duties may include, but are not limited to, the following:*

#### **Essential Functions:**

1. Participates in the maintenance of assigned water facilities and equipment including reservoirs, pump stations, wells, water mains, service lines, valves, meters and fire hydrants.
2. Maintains compliance with all regulatory requirements and safety standards governing the maintenance of municipal water systems.
3. Responsible for knowledge of applicable Regional Water Quality Control Board Orders and any amendments, and for implementing a Sanitary Sewer Overflow Prevention Plan and a Sanitary Sewer Overflow Response Plan as it applies to operational work under the direction of higher level supervisory or management staff.
4. Assists in cleaning, flushing, repairing, and replacing sewer lines; investigates stoppages in sewer lines; unplugs and cleans lines.
5. Operates pumps as required to drain flooded areas and to pump sewage from broken or stop-up lines; operates pneumatic and hand tools, trucks and such other equipment as is required in the performance of work.
6. Repairs and replaces water mains, service lines, laterals, angle stops, valves, gaskets and bolts.
7. Installs, connects, tests, flushes and disinfects water pipes; excavates trenches and installs shoring.
8. Provides assistance in repairing, replacing and installing fire hydrants.

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9. Responds to water maintenance emergencies, service requests and public water complaints involving water pressure and/or water quality.
10. Operates assigned water, sewer and storm drain systems and equipment, including pumps and motors; inspects, monitors, tests and ensures equipment is properly functioning; performs systems adjustments as required.
11. Conducts regular preventative maintenance to assigned water, sewer and storm drain systems and equipment including greasing and oiling equipment.
12. Maintains and monitors water reservoirs; observes and obtains readings from various reservoir measuring devices; maintains chlorine residuals; performs dosing as necessary.
13. Performs well maintenance including monitoring gravel packs and standing/pumping levels; records well meter readings; chlorinates wells and maintains grounds surrounding well sites.
14. Conducts water quality testing functions; obtains bacteriological, chlorine and nitrate samples; incorporates system changes based on data analysis results.
15. Maintains, calibrates and repairs electronic, computerized and diagnostic water testing equipment.
16. Performs data entry and prepares, records, and maintains a variety of departmental records and reports including but not limited to meter reads, flow totals, and/or backflow device testing reports.
17. May assist in coordinating and ordering water from wholesale supplier as assigned.
18. Performs related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

- Principles and practices of water, sewer and storm drain systems maintenance and repair.
- Regulations and standards governing the maintenance of municipal water, sewer and storm drain systems.
- Water, sewer and storm drain systems, facilities and equipment relative to area of assignment.
- Equipment and tools used in the maintenance and repair of water production/distribution systems.
- Occupational hazards and safety practices common to water maintenance.
- Procedures for testing water quality and monitoring water systems equipment.
- Water maintenance records, reports and documentation.
- Customer service standards and protocol.

**Skill in:**

- Performing a variety of skilled technical water, sewer and storm drain maintenance functions.
- Assisting in ensuring the delivery of safe, reliable and uninterrupted water services to the community.
- Evaluating data in the overall utilities operation.
- Installing, repairing, and maintaining water, sewer and storm drain systems.
- Responding to water, sewer and storm drain maintenance emergencies and public complaints.
- Safely operating and maintaining departmental tools and equipment.
- Preparing and maintaining accurate water maintenance records and reports.
- Communicating clearly and concisely, both orally and in writing.
- Establishing and maintaining effective working relationships with those contacted in the course of work.

**EXPERIENCE AND TRAINING GUIDELINES**

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*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:**

Two years experience maintaining and repairing municipal water and/or sewer & storm drain systems and equipment.

**Training:**

Equivalent to completion of the twelfth grade supplemented by specialized training in water utility operations.

**Licenses or Certifications:**

- Possession of a D2 Water Distribution Operator Certification issued by the California Department of Health Services.
- Possession of a Collection System Maintenance Grade II certification issued by the California Water Environment Association (CWEA).
- Possession of, or ability to obtain, an appropriate, valid driver license.
- Possession of, or ability to obtain, First Aid/CPR certification.
- Depending on area of assignment, may also require additional certifications including Backflow Tester and/or Treatment Plant Operator.

**WORKING CONDITIONS**

**Environmental Conditions:**

Work is performed around water facilities and in the field; travel from site to site; exposure to inclement weather conditions, confined spaces, working at heights, noise, dust, dirt, water, sewage, grease, fumes, gases, high voltage electrical currents, high pressure water lines, hazardous materials/chemicals, and vehicle traffic.

**Physical Conditions:**

Essential functions may require maintaining physical condition necessary for operating motorized equipment and vehicles, performing manual labor, lifting moderate to heavy objects, and standing and walking for prolonged periods of time; uses office equipment such as a computer terminal and copiers; operates City vehicles and equipment in the course of water and collection system construction, maintenance, and repair.