

CITY OF SAN JUAN CAPISTRANO

UTILITIES OPERATOR I

*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 technical functions involving the maintenance, installation, and repair of assigned City water systems, sewer lines, pump stations, or water distribution systems including meters, pumps, motors, and telemetry systems, and other equipment; to assist in ensuring the delivery of safe, reliable and uninterrupted water services to the community; to respond to water maintenance emergencies; and to perform other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is the entry level class in the Utilities Operator series. This class is distinguished from the Utilities Operator II by the performance of the more routine tasks and duties including performing less complex water and sewer system maintenance activities. Employees may have only limited work experience that is directly related. Employees at this level are not expected to perform with the same independence of direction and judgment on matters related to established procedures and guidelines as positions allocated to the II level. Advancement to the "II" level is based on demonstrated proficiency in performing the assigned functions, and is at the discretion of higher level supervisory or management staff.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate 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 and sewer systems equipment including water mains, service lines, valves 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 and storm drain lines; investigate stoppages in sewer and storm drain lines; unplug and clean lines.
5. Operates pumps as required to drain flooded areas and to pump sewage from broken or stopped-up lines; operates pneumatic and hand tools, trucks and such other equipment as is required in the performance of work.
6. Responds to and provides assistance in resolving water maintenance emergencies.

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7. Repairs and replaces water mains, service lines, laterals, valves, gaskets and bolts.
8. Locates water leaks and/or lines; repairs and replaces damaged curb stops.
9. Assists in installing, flushing and disinfecting water pipes; excavates trenches and installs shoring.
10. Provides assistance in repairing and maintaining the City's fire hydrants.
11. Performs traffic control around work sites including installing traffic control signs and devices.
12. Participates in notifying residents regarding water maintenance activities.
13. Conducts water quality testing functions; obtains bacteriological and chlorine samples.
14. Operates and maintains various types of water maintenance tools and equipment including but not limited to backhoes, loaders, dump trucks, jackhammers, cutting torches, arc welders, drills, grinders and saws.
15. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

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

Skill in:

- Performing a variety of technical water maintenance functions.
- Assisting in ensuring the delivery of safe, reliable and uninterrupted water services to the community.
- Installing, repairing, and maintaining water distribution systems and related equipment.
- Responding to water, sewer, and storm drain maintenance emergencies.
- Safely operating and maintaining departmental tools and equipment.
- 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

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:

One year experience repairing and maintaining municipal water and/or sewer & storm drain systems and equipment.

Training:

Equivalent to completion of the twelfth grade supplemented by training in water and/or sewer & storm drain utility operations.

Licenses or Certifications:

- Possession of a D1 Water Distribution Operator certification issued by the California Department of Health Services.

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- Possession of a Collection System Maintenance Grade I certification issued by the California Water Environment Association (CWEA).
- Possession of, or ability to obtain, First Aid/CPR certification
- Possession of, or ability to obtain, an appropriate, valid driver's license.

WORKING CONDITIONS

Environmental Conditions:

Work is performed 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 computer terminal and copiers, and operates City vehicles and equipment in the water and collection system construction, maintenance, and repair.