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## PRODUCTION OPERATOR I

Department: Production  
Range:

FLSA Status: Non-Exempt  
Effective Date: March 9, 2017

### **General Purpose**

Under close supervision of the Production Supervisor, to learn to operate and perform routine work in the installation, maintenance and repair of District pumps, valves, mains, services wells, and related equipment; to inspect and adjust automatic equipment and collect production data; to assist in maintaining District reservoirs and the Water Filtration Treatment Plant; and to perform other related duties as required.

### **Distinguishing Characteristics**

This is the entry level class in the Production Operator series. Incumbents in this class perform unskilled and skilled water production operations under close supervision. This class is distinguished from the Production Operator II in that incumbents in the higher level class are experienced and skilled journey level workers, who perform with general supervision and assist in training others.

### **Essential Duties and Responsibilities**

The duties and responsibilities listed below are intended to provide a representative list of the various types of work that may be performed. Specifications are not intended to reflect all duties performed within the job class, and incumbents may expect to perform other related similar duties.

- Assists in the daily inspection, operation and maintenance of the District's pumping equipment and boosters to ensure an adequate supply of water in reservoirs and the District water system.
- Assists in the daily inspection and maintenance of District reservoirs.
- Checks and records meters and other gauges; notifies supervisor of problems and receives guidance.
- Assists in conducting regular measuring of the depth of all active and inactive District wells.
- Checks and adds oil to pumps and engines, greases bearings, and performs a variety of other routine preventative maintenance work on pump engines and equipment; listens for and analyzes noises or vibrations; notifies supervisor of problems and receives guidance.

- Inspects and lubricates booster and well pumps; inspects and sets switches; tightens and adjusts pump packing glands and mechanical seals; removes and replaces or repairs small valves.
- Learns to maintain all well head treatment facilities; takes bacteriological samples of active District wells; computes daily and monthly readings.
- Learns to operate District's SCADA system.
- Assists in the scheduling of service and maintenance of the District's automatic valves.
- Assist in the operations and maintenance of the Water Filtration and Treatment Plant.
- Assists in performing a variety of construction, maintenance, and repair work on pump houses and facilities; performs weed abatement around all pump buildings.
- Assists in collecting samples for water quality testing; learns to perform chlorinating and/or flushing to reach the proper residuals or water quality.
- Assists in ordering equipment, parts and supplies including chlorine and oil.
- Records findings, prepares reports, and maintains logs.
- Learns to perform a variety of semi-skilled water system repairs and maintenance, as needed or assigned.
- Serves on a rotating shift and serves "on call" with a District cell phone after hours, weekends and holidays which fall within the assigned shift.
- Cross-trains in other department job duties.
- Maintains assigned District vehicle including servicing and periodic safety checks.
- Participates in District safety meetings.
- Performs other related duties, as assigned.

### **Qualifications**

#### ***Knowledge of:***

- Basic water distribution and treatment procedures, equipment, materials, and tools used in the operation and maintenance of motors, engines, pumps, compressors, and other equipment.

- Methods and practices of basic facility construction, maintenance, and repair work.
- Geography and street locations of the District.
- Routine record keeping.
- Safe work practices.

***Ability to:***

- Learn to inspect, operate, diagnose problems, and perform preventative maintenance and limited repair work on electrical motors and engines, pumps, compressors, valves, and related equipment.
- Read and interpret a variety of charts and gauges.
- Assist in the operation of water filtration plants.
- Maintain basic accurate records of work performed.
- Learn to inspect water services and detect tampering or diversion.
- Perform entry level unskilled/skilled responsible water system maintenance duties.
- Perform heavy physical labor.
- Communicate clearly and concisely.
- Understand and carry out oral and written instructions.
- Observe proper safety precautions.
- Work overtime as required.
- Operate a vehicle observing legal and defensive driving practices.

**Minimum Qualifications**

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

***Education:***

A high school diploma or satisfactory equivalent, and

***Experience:***

A minimum of one (1) year of experience in either meter service or distribution system operations with a public agency water system, or two terms (1,000 hours) as a Field Assistant with the District.

**Necessary Special Requirements**

Must possess an appropriate valid, Class "C" Driver's License issued by the California State Department of Motor Vehicles, and a good driving record.

Possession of a valid, Grade I Water Treatment Operator's Certificate, issued by the State Water Resources Control Board - Division of Drinking Water, OR Possession of a valid, Grade I Water Distribution Operator's Certificate issued by the State Water Resources Control Board – Division of Drinking Water.

### **Physical Tasks and Environmental Conditions**

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions on a case-by-case basis.

While performing the duties of this classification, an incumbent is regularly required to stand; use hands and fingers to handle, or feel; and talk and hear. The employee is frequently required to walk and to reach with hands and arms. The employee is occasionally required to sit, climb or balance and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to ten (10) pounds, frequently lift and/or move up to fifty (50) pounds, and occasionally lift and/or move up to one-hundred (100) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

#### Article 3.306

Advancement in salary is not automatic. It should be considered a reward for meritorious service. The General Manager may authorize the advancement of an employee who has performed twelve (12) months continuous satisfactory service.

An employee who furthers his/her knowledge in the field or employment may become eligible for consideration of a salary review by the General Manager. The General Manager may authorize reimbursement to the employee for cost of tuition, registration fees, required text books, certification costs and other related charges upon proof of receiving a passing grade, and /or certificate, whichever may be appropriate or both.

***THIS POSITION MAY BE ELIMINATED, OR THE DUTIES, QUALIFICATIONS AND TRAINING REQUIRED CHANGED BY THE BOARD OF DIRECTORS AND/OR THE GENERAL MANAGER, WHEN IN THEIR JUDGEMENT, IT IS CONSIDERED NECESSARY AND PROPER FOR THE EFFICIENT OPERATION OF THE DISTRICT.***