



Fair Oaks Water District Job Description

POSITION TITLE: Water Supply Operator
DEPARTMENT: Operations
FLSA STATUS: Non-Exempt
DIRECTLY REPORTS TO: Operations Manager
DIRECTLY SUPERVISES: N/A
Job Description Date: January 1, 2009
Annual Salary Range: \$51,200 - \$65,000

GENERAL STATEMENT OF JOB:

Under general supervision of Operations Manager, performs skilled work on groundwater production and distribution facilities including; maintenance, calibration, operation and repairs to pumps and motors, pressure reducing facilities and disinfection equipment, maintenance and operations of SCADA and any other related duties that may be required.

ESSENTIAL FUNCTIONS:

The statements contained herein reflect general details as necessary to describe the principle functions of this job, the level of knowledge, the skills typically required and the scope of responsibility. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Under general supervision, maintains production facilities, such as wells, pumps, valves, meters, storage tank, chlorinating equipment, telemetry and associated controls, and other appurtenances.
2. Maintains records for production facilities; writes reports; monitors pumping station and other facilities as necessary; responds to customer complaints such as low pressure and water quality.
3. Maintains and submits records or materials used on jobs; writes location cards when necessary; makes reports and completes assigned paperwork as required.
4. Installs, inspects, operates and provides ongoing maintenance and repair of water supply facilities and equipment.
5. Maintains and monitors Supervisory Control And Data Acquisition (SCADA) system; provides recommendation for upgrades and improvements of telemetry system.
6. Performs minor mechanical repair of water supply equipment; such as pumps, motors, pressure regulating valves and disinfection equipment.
7. Review progress and improvements for District's water supply facilities. Assists Operations Manager with inspection of construction projects and maintains daily logs.
8. Refers any important items not covered by existing policies and procedures to Operations Manager.

9. May work overtime as required and approved with additional compensation
10. Adheres to all policies, procedures & standards of FOWD and pertinent federal, state, local laws relating to position functions.

KNOWLEDGE OF:

- Equipment tools, material and methods used in the operation and maintenance of pumps, pressure regulating valves, chlorinating equipment, electric motors and motor control centers.
- Ground water wells, deep well turbine pumps and vertical turbine pumps.
- SCADA systems

MINIMUM TRAINING AND EXPERIENCE:

- Must have five years progressive experience in water distribution and treatment experience.
- Working knowledge of technical mathematical skills.
- Working knowledge of MS office database systems.
- Any combination of training and experience may qualify if it would provide the skills, knowledge, and abilities to accomplish the job requirements.

SPECIAL CERTIFICATES:

- California Water Distribution Operator Grade III or ability to receive within one year.
- California Water Treatment Plant Operator Grade II
- Valid California Driver's License Class B or higher.

PHYSICAL REQUIREMENTS:

- Manual labor requiring continuous bending, kneeling, lifting and use of manual and power tools.
- Travel regularly by vehicle for District related duties and activities
- Exert considerable physical effort in moderate to heavy work involving stooping/kneeling, pushing/pulling, climbing/balancing and lifting/carrying
- Operate various types of machinery and equipment such as the drill press, tapping machine, grinder, compactor, boring machine, hydraulic pump, jackhammer, pipe locator, and shovel.
- Differentiate between and perceive color, sound, smell, taste, texture and form.
- Operate a variety of automated office machines.
- 20/20 sight preferred or equivalent using corrective lenses as necessary.
- Ability to hear low tones or directions over loud noises.

ENVIRONMENTAL ADAPTABILITY:

- Work both indoors and outdoors, during all types of weather.

Fair Oaks Water District is an equal opportunity employer and makes employment decisions on the basis of merit. We want to have the best available person in every job. District policy prohibits unlawful discrimination based on race, color, creed, sex, religion, marital status, age, nation origin or ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, or any other consideration made unlawful by federal, state or local laws. All such discrimination is unlawful. In compliance with the American Disabilities Act, Fair Oaks Water District will provide reasonable accommodations to qualified individuals with disabilities, and encourages both prospective employees and incumbents to discuss potential accommodations.

I have received, read and understand the above job description.

Name (Please Print):

Signature:

Date:

Supervisor Name (Please Print):

Signature:

Date:

General Manager: Tom R. Gray

Signature:

Date:
