



Hi-Desert Water District Classification Specification

Job Title: Production Operator I

Job Grade: 5

FLSA Status: Non-Exempt

Date: October 2021

JOB SUMMARY

Under the general direction of Production Foreman, the position of Production Operator I is responsible for the operation, adjustment, preventative maintenance, and repairs on District pumps, wells, reservoirs and equipment. Adjusts and maintains automatic pump control systems. The Production Operator I will be assigned to complete various tasks related to the production, distribution, and monitoring of the District's water supply. In addition, this position will also be assigned to provide maintenance and support within the District's groundwater recharge program as needed. The Production Operator I is a state certified Water Distribution Operator and as such, will make decisions and perform daily duties in compliance with state and federal rules, regulations and standards.

ESSENTIAL FUNCTIONS *(include but are not limited to the following)*

*Class specifications are only intended to present a description summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not** include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of the incumbents within the class.*

- Performs water table depth measurements and records findings.
- Acquires and records data by hand or through the operation of various data obtaining devices and programs such as meter reading equipment; supervisory control and data acquisition (SCADA); online analyzers; GIS software; and District maps.
- Operates and maintains District water and pumping equipment including electric motors, engines, gas and electric power pumps, air compressors, emergency systems, sound wells and maintains piping systems.
- Checks pumping operations, records readings from meters and gauges, and as necessary, makes operating adjustments.
- Inspects, repairs, and maintains pumping systems and equipment by performing such operations as lubricating pumping, setting safety switches, changing oil and maintaining oil levels, greasing fittings, packing seals and bearings and replacing small valves.
- Maintains District reservoirs by computing discharges and efficiency and maintaining automatic actuating and telemetry devices which insure adequate supplies
- Assists in the disinfection and flushing of water mains and related appurtenances.
- Performs welding, carpentry, pipefitting, and cement work, using power and hand tools.
- Performs general housekeeping and facility maintenance.

- Maintains, repairs, and documents vehicle care and maintenance.
- Collects water samples for lab analysis.
- Maintains District records.
- Responds to emergency and after-hours repair service calls.
- On-Call Duty
- Applies, provides, maintains, and ensures safe work practices.
- Maintains groundwater recharge spreading basins.

JOB SPECIFICATIONS

Knowledge of:

- District safety rules and procedures.
- Proper procedure in the utilization of Underground Service Alert.
- Basic heavy equipment movement.
- Valve operation and basic maintenance and repair.
- Procedures, methods, tools, and equipment used in the operation of motors, pumps, compressors, electrical panels, automatic controls, valves, timers, and related equipment.
- Customer service techniques.
- Basic pump operation and maintenance.
- Basic distribution operator math and concepts.

Skills and Abilities:

- Understand and carry out oral and written instructions.
- Inspect and diagnose operating problems on pumps, electric motors, engines, valves, automatic control systems and related equipment.
- Safe operation and use of all power tools and heavy equipment.
- Operate safely heavy equipment, and power and hand tools.
- Maintain accurate records.
- Troubleshoot and repair basic pump and electrical problems.
- Basic knowledge of water distribution system best practices.
- Ability to read complex literature and write and record data.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS

The essential functions of this position may require the employee to perform the following physical activities. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

Physical Demands

- Operates District vehicles and equipment in distribution system construction, maintenance, and repair work.
- Enters and exits a vehicle multiple times daily.
- Must be able to frequently carry, push, pull, reach, and lift equipment and parts weighing up to 100 pounds.
- Frequently stoops, kneels, crouches, crawls, and climbs throughout the course of the day.
- Walks, stands and crouches on narrow, slippery, or erratically moving surfaces, or uneven terrain.

- Works in an environment with exposure to dust, dirt, and significant temperature changes between cold and heat.
- Communicates orally with District staff in face-to-face, one-to-one, and group settings.
- Utilizes cellular telephones and mobile radios to communicate.
- Uses office equipment such as computer terminals, copiers, FAX machines, and iPads.
- Stands and walks for extended time periods.
- Hearing and vision within normal ranges with or without correction.
- Climbs to heights more than 40 feet.

QUALIFICATIONS

Education, Training and/or Previous Work Experience

Any combination of experience and training that would provide the knowledge and abilities to perform the position is qualifying. A typical way to obtain the required knowledge and abilities would include the following:

- High school diploma or equivalent.
- One year of experience in water distribution system operation, or related vocational training is highly desirable.

License / Certificate:

- Possession of a valid Class C California driver's license and satisfactory driving record free from multiple or serious traffic violations or accidents for a period of at least two (2) years.
- Possession of a California State Water Resources Control Board Grade 1 Water Distribution Certificate, or must file for, and take, the first available CSWRCB Distribution exam after hire. Must pass exam and submit application for certificate no later than the 3rd exam date after hire.

Other requirements:

- Completion of and satisfactory results of pre-employment drug and alcohol test; physical examination (including x-ray) indicating fitness for duty; DMV record review; and background investigation.
- This is a safety-related position subject to the District's Drug Prevention and Employee Testing Program.