



**Union Public Utility District**  
**POLICY TITLE: JOB DESCRIPTION**  
**WATER DISTRIBUTION/TREATMENT OPERATOR**  
**Trainee/I/II/III/CHIEF TREATMENT**  
**POLICY NUMBER: 2350**  
**REPORTS TO: Operations Manager**  
**Wage Schedule Range: 10/16/20/24/28**  
**Date Adopted: 4/19/2023**

*Classification specifications (job descriptions) are intended to present a descriptive summary of the range of duties and responsibilities performed by an incumbent in the classification. Specifications are intended to outline the minimum qualification for entry into the classification and not intended to reflect all duties and responsibilities of an incumbent in the classification.*

**Definition/Summary**

Under general supervision, learns and performs a variety of semi-skilled and skilled work in support of District water distribution and treatment systems. Have the ability to perform preventative and corrective maintenance and repair activities; assists in performing inspections, servicing and repair of valves, pumps and equipment; reads water meters and records consumptions; cleans, inspects, and repairs water meters; and perform other duties as assigned. Should also have experience in water treatment, operating and maintaining equipment used in the water treatment process. May assist water treatment operators with planned and schedule work and maintenance at water treatment plant.

**Supervision Received and Exercised**

Direct supervision, and training are given by the Chief Treatment Operator. General supervision, work assignments and leadership are provided by the Operations Manager. The Chief Treatment Operator will be assigned team leader responsibilities, as well as participate in evaluating the performance of staff working within the class.

**Class Characteristics:**

**Water Distribution/Treatment Operator in Training** is an entry-level position into this maintenance class series. Under close supervision, incumbents with basic with maintenance experience learn District systems and facilities, use of tools and equipment and a wide variety of practices and procedures.

**Water Distribution/Treatment Operator I** incumbents have the equivalent of one (1) years' experience performing maintenance work on water distribution and treatment systems.

**Water Distribution/Treatment Operator II** incumbents have additional experience and have or are in the process of obtaining other required certifications. As experience is gained, assignments become more varied and are performed with greater independence.

**Water Distribution/Treatment Operator III** must possess the required certifications and is capable of performing a wide variety of work to ensure that District systems and facilities are maintained in a safe and effective working condition.

**Chief Treatment Operator** is capable of performing a wide variety of work in a lead role capacity to ensure that District systems and facilities are maintained in a safe and effective working condition. This level is distinguished from the Water Distribution/Treatment Operator III by time in service and in a lead role capacity.

### **Essential Duties and Responsibilities**

*Other duties may be assigned.*

1. Complete work orders initiated by office staff or assigned by supervisor, including disconnecting and reconnecting water service.
2. Respond to customer complaints and emergency calls for service regarding complaints for pressure issues and water quality.
3. Set up traffic control and safety equipment when using vehicles on a street or other roadway; and use safety equipment properly and observe all safety procedures as specified by the District.
4. Notify supervisor of the need for repair or additional maintenance as found during routine inspection and cleaning activities.
5. Ensure that adequate materials and supplies are available for maintenance and repair work.
6. Assist with contacting the public to inform them of activities and shutdowns; and explains applicable rules and regulations.
7. Mark the location of underground water lines in response to USA requests.
8. Locate, exhume, repair, and/or replace sections of water mains or laterals, or hydrants, regulating valves and connections as necessary.
9. Construct or assist in the construction of District facilities including pump, pressure stations, pipelines, laterals, valves, or other system components as directed.
10. With others, inspect underground water pipes and associated appurtenances to locate leaks, breaks on a scheduled preventative maintenance basis or as needed.
11. With others, perform taps, repair water service lines and other system components as directed.
12. Service and maintain mobile equipment in a clean and orderly condition; and make minor repairs as needed; ensure safe operating capability of rolling stock regularly used in the performance of maintenance duties; conduct periodic safety checks of equipment as required.
13. May individually inspect water tanks, and pressure stations on a scheduled basis; reads and records data; and performs servicing and repair of pumps, motors, valves, and other mechanical and electrical equipment.
14. Maintain maintenance warehouse in a safe and orderly fashion, in accordance with best management practices and safety regulations for storage of equipment, spare parts, chemicals, and the like.
15. Read water meters on assigned routes and records readings.
16. Inspect meters to ensure proper registration and reports on conditions such as malfunctioning and improperly installed meters and suspicious conditions.
17. Install, replace, and repair meters and boxes as needed.
18. Perform leak investigations, informs customers of results, make minor repairs in the field, or prepares work orders if needed.
19. May be expected to master computer or control applications related to the work.
20. Maintain accurate records of work performed.

21. May maintain external premises of facilities including use of herbicides for weed control, mowing weeds, painting, basic carpentry, and other tasks as assigned.
22. Establish and maintain an effective and cooperative working relationship with coworkers through knowledge of work, personal and professional conduct, and good judgment.
23. Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.
24. Perform related duties as assigned or required for the ongoing operation of the District's business.
25. Assists in the construction, maintenance, and/or repair of the District's distribution, treatment systems and associated facilities.
26. Operates various hand and power tools, including but not limited to jackhammer, pavement breakers, pick, shovel, various wrenches, air compressors, rodding and/or boring machines and pumps of various types.
27. Assists with the inspection and plant operational equipment and facilities as required; and reads and records data of pumps, chemical feed and other treatment and pumping equipment.
28. Assists with the maintenance of water treatment facilities.
29. Learns to properly collect water quality samples for laboratory testing.
30. Assists the Treatment Plant Operator with performance of preventive maintenance on a variety of treatment plant equipment.

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Knowledge of:**

1. Principles, practices, tools, equipment, and supplies required to maintain and repair water distribution and treatment systems.
2. Basic principles and practices of mobile equipment servicing and repair.
3. Basic safety practices related to the work, including confined space entry.
4. A variety of meters and meter reading equipment and their respective functions.
5. Basic knowledge of materials and equipment used in water service installation, maintenance, and operational practices of electrical motors, pumps, and circuitry.
6. Applicable laws, codes, and regulations, including District policies and regulations.
7. Techniques for providing a high level of customer service to public and District staff, in person and over the telephone.
8. Microsoft Office Suite programs for word processing and spreadsheets. Use of a variety of office equipment.
9. Standard business practices such as letter writing, report writing, preparing informational materials in visual formats.
10. English language usage, spelling, grammar, and punctuation.
11. Proper work safety standards.
12. Geography of the District and the location of District facilities.

### **Ability to:**

1. Perform skilled and semi-skilled work related to the installation, inspection, maintenance, and repair of underground water lines and pump stations.
2. Perform servicing and minor maintenance on a variety of stationary and mobile equipment.
3. Safely using hand and power tools related to the work and driving and operation of trucks and equipment including backhoe.
4. Respond effectively to emergency situations and troubleshooting such situations.
5. Reading meters and gauges efficiently and recording accurate consumption information and interpret data and/or results.
6. Read maps, manuals, and specifications.
7. Perform basic adjustments and troubleshooting for electrical motors and controls as assigned.
8. Prioritizing own work and using independent judgment within procedural guidelines.
9. Maintain accurate records of work performed.
10. Adapt to changing technologies and learn functionality of new equipment and systems.
11. Plan, coordinate, and organize work to meet deadlines with accuracy, thoroughness, and attention to detail.
12. Work independently and prioritize multiple tasks often under time constraints and with limited supervision.
13. Read, understand, and carry out written and oral directions in a clear, concise, and consistent manner.
14. Operate a computer for the effective operations including work processing, spreadsheet, e-mail, and internet.
15. Communicate clearly and concisely both orally and in writing with District staff, co-workers, consultants, and the public in one-to-one and group settings.
16. Perform other duties as assigned.

**Education and Experience:**

Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying. All levels must have education equivalent to graduation from high school.

**Water Distribution/Treatment Operator In Training:** Within the first year of employment must obtain a California Water Treatment Operator Grade T1 certification and current California Water Distribution Operator Grade D1 issued by SWRCB.

**Water Distribution/Treatment Operator I:** One (1) year of experience in the operation and maintenance of a water treatment/distribution system or in the electrical, plumbing or construction related fields. Current California Water Treatment Operator Grade T1 certification and current California Water Distribution Operator Grade D1 issued by SWRCB.

**Water Distribution/Treatment Operator II:** Three (3) years of semi-skilled maintenance experience, including two (2) years in water distribution and treatment at a level equivalent to that of **Water Distribution/Treatment Operator I**. In addition to the qualifications above, the Water Treatment Operator Grade 2 has current California Water Treatment Operator Grade T2 certification and current California Water Distribution Operator Grade D2 certification issued by SWRCB.

**Water Distribution/Treatment Operator III:** Six (6) years of skilled maintenance experience, including three (3) years in water distribution at a level equivalent to that of Distribution Worker II. In addition to the qualifications above, the Water Treatment Operator Grade 3 has current California Water Treatment Grade T3 certification and current California Water Distribution Operator Grade D3 certification issued by

SWRCB.

**Chief Treatment Operator:** Nine (9) years of skilled maintenance experience, including four (4) years in water distribution and treatment at a level equivalent to that of **Water Distribution/Treatment Operator III**. Must have current California Water Treatment Grade T3 certification and current California Water Distribution Operator Grade D3 certification issued by SWRCB.

*Operators must complete the designated number of contact hours (i.e., continuing education/training requirements) as determined by the California State Water Resources Control Board (SWRCB) to maintain the required certifications.*

### **Certificates, Licenses, Registrations**

All levels must possess a valid California Class C driver's license issued by the California Department of Motor Vehicles with a satisfactory driving record. Possession of a valid California Class A Driver's License is preferred but not required.

**Water Distribution/Treatment Operator I:** Possess a State of California Distribution Operator D1 and Treatment Operator T1 certificate, with the ability to obtain Treatment Grade 2 certificate within 1 year and Distribution Grade 2 within 2 years. Incumbents may also be required to obtain a backhoe certification within 1 year of employment.

**Water Distribution/Treatment Operator II:** Possess a State of California Distribution Operator D2 and Treatment Operator T2 certificate, with the ability to obtain a Treatment Grade 3 certificate within 2 years. Incumbents may also be required to obtain a backhoe certification within 1 year of employment.

**Water Distribution/Treatment Operator III:** Possess a State of California Distribution Operator D3 and Treatment Operator T3 certificate. Incumbents may also be required to obtain a backhoe certification within 1 year of employment.

**Chief Treatment Operator:** Possess a State of California Distribution Operator D3 and Treatment Operator T3 certificate, with the ability to obtain Distribution Grade 4 and Treatment Operator T4 certificate. Incumbents may also be required to obtain a backhoe certification within 1 year of employment, and possess additional certification or endorsement, i.e., Class A Driver's License, Qualified Applicators License for Pesticide Spraying, Back Flow and Water Use Efficiency Practitioner.

### **Physical Requirements:**

1. Must possess the knowledge and mobility to work in construction and various distribution and treatment system maintenance. Physical stamina to perform system and maintenance repair work, walk and work on uneven terrain, climb and descent ladders, ability to lift, carry, push, pull and reach materials and equipment weighting up to 80 pounds.
2. Mobility to work in a standard water treatment plant, uses specialized test equipment hand and power tools instrumentation; ability to work in confined spaces and around machines; vision to read printed materials, charts and gauges and computer screens; and hearing, speech, and English language skills to communicate successfully in person and over the telephone or other electronic devices.
3. May be exposed to inclement weather conditions, including working in sun, water, and snow. Work may include loud noises from equipment operation, odors, dust, and potentially toxic chemicals and conditions during the normal function of duties. Use of standard office equipment such as telephones, computer, copiers, and fax machines.

### **Work Environment**

Work both indoors (generally in a typical office or warehouse setting) and outdoors are required. While performing the duties of this job outdoors, the working conditions are of a varying degree, from snow to extreme heat. Additionally, incumbents in this position will have exposure to cleaning supplies, solvents, dusts, and other outdoor environmental elements. While performing the duties of this job indoors, the working conditions are those of a typical office environment, with temperatures occasionally too warm or too cold, moderate noise levels and under lighting conditions typical of an office. Travel between District facilities will be necessarily via District vehicle for District related duties and activities.

**Additional Requirements**

1. 18 years of age.
2. Eligible to work in the United States.
3. Must be available for regular weekly on-call, emergency standby, and to be called back and work emergency overtime as required.