

**CITY OF GLENDORA**  
**SENIOR WATER SYSTEM OPERATOR**

*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**

Under general supervision, this position operates the Water Division's computerized supervisory control and data acquisition (SCADA) system and ensures an adequate supply of water and pressure; performs or facilitates repairs on all booster pumps, wells, reservoirs, automated valves and related equipment; conducts water facility inspections and performs preventive maintenance procedures; understands water treatment chemistry and uses basic laboratory equipment to monitor, operate and maintain chemical disinfection systems; coordinates and conducts the water quality sampling program and ensures compliance with appropriate regulatory agencies; responds to emergency situations; may perform duties of the Water Supervisor in his/her absence and may supervise Water Maintenance Leadworkers; performs related duties as required.

**ESSENTIAL JOB FUNCTIONS**

*These functions may not be present in all positions in this class. When a position is to be filled, the essential functions will be noted in the announcement of position availability. Letters in parenthesis at the end of each function statement represent the abilities required to perform that function.*

1. Monitors SCADA system and makes necessary adjustments in order to maintain an adequate supply of water and pressure; reads and records water production and electrical usage meters at pump stations and well locations and other related facilities; monitors and adjusts pressure regulators within the water system, may respond to emergency situations. (a b c e d f g h i j k m o q r s t)
2. Performs preventive maintenance procedures on booster pumps, wells, reservoirs, pressure controls, automated valves and related equipment; inspects and evaluates the operational efficiencies of booster pumps and wells; checks and changes fluid levels on electric motors at preset intervals; inspects and evaluates reservoir operations and coordinates annual contractual engineering inspections, conducts regular fireflow tests. (a b c d e f g h i j k m n o p q r s)
3. Makes specific work assignments to crew members and prepares performance evaluations; conducts preliminary disciplinary actions; prepares and submits records and reports concerning materials and equipment used; orders materials and supplies; assists with budget preparation. (b c e g m q r)
4. Supervises, coordinates, and assists in the removal and repair of booster pumps, wells and other related facilities; contacts outside vendors or agencies for materials or services. (b c d e f g i j k m o r)

5. Collects and records operational data from wells, pump stations, reservoirs and other related facilities; administers proper chlorine dosages; replaces chlorine gas cylinders; and maintains the safe operation of chlorine injection systems. (a b c d e f g h i j k m o q r s)
6. Maintains detailed records of lubrication, calibration and maintenance performed on equipment, tools and machinery; performs skilled maintenance work or coordinates contractual repairs on pump station and well buildings or other related facilities. (a b c d e f g h j k m n o p q r s)
7. Supervises, coordinates, and conducts the water quality sampling program; collects regular and exotic samples for laboratory pickup and prepares water quality forms for regulatory agencies. (a b c d e f g h i j k l m n o p q r)
8. Supervises, coordinates and schedules landscape maintenance services and will perform as needed duties. (b c e f h j m p r)

### REQUISITE ABILITIES

*The following generally describes the abilities required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

- a. Accurately read and use test equipment.
- b. Maintain detailed operational records.
- c. Give oral and written directions.
- d. Maintain, repair and adjust mechanical equipment to detect or prevent malfunctions. Analyze operational problems, identify alternative solutions and project consequences of proposed actions.
- e. Establish and maintain cooperative relationships with coworkers and the general public.
- f. Maintain, inspect and calibrate tools, test equipment and instrumentation.
- g. Read and interpret charts and graphs, and prepare regular reports.
- h. Perform regularly scheduled maintenance duties.
- i. Calculate chlorine dosages, reservoir volumes and water production.
- j. Exercise safe working practices.
- k. Read and interpret water maps, blueprints and schematics.
- l. Collect samples from the water distribution system.
- m. Work independently or with minimal instruction.

- n. Work off ladders or at heights above 30 feet.
- o. Work outdoors in all types of weather.
- p. Ability to stand, kneel, bend, twist and stoop during the course of work.
- q. Understanding of microcomputer commands and functions.
- r. Communicate clearly and concisely, orally and in writing.
- s. Safely operate vehicles.
- t. Respond to emergency situations.

### MARGINAL FUNCTIONS

These are position functions which may be changed, deleted or reassigned to accommodate an individual with a disability.

### QUALIFICATIONS GUIDELINES

Education and/or Experience *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Graduation from high school or equivalent, and five years of experience in the operation, maintenance and repair of motors, pumps, wells and related equipment in the water field.

#### Knowledge and Skill Levels

Considerable knowledge of procedures, equipment, materials and tools used in the operation of motors, pumps, compressors, electrical panels, automated control valves and other related equipment; water disinfection systems and water sampling techniques; basic mathematical principles related to the computation of flows and water storage volumes in the distribution system; basic computer skills, an operational understanding of high voltage electrical circuitry and motor controls; a thorough understanding of water treatment chemistry, chemical dosage calculations and use of basic laboratory instruments; safe working practices.

#### Special Requirements

Possession of a satisfactory driving record and a Class B California driver's license or the ability to obtain a Class B license within one year of appointment.

Possession of a State of California, Department of Health Services, Grade II, Water Treatment Operator certificate and possession of a State of California, Department of Health Services, Grade II Water Distribution Operator certificate.

### PHYSICAL DEMANDS AND WORKING ENVIRONMENT

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

Environment: Work is performed primarily in an outdoor environment, with some travel from site to site; exposure to noise, dust, grease, smoke, fumes, high voltage electrical energy, noxious odors, gases, vehicle traffic, hazardous chemicals, and all types of weather and temperature conditions; working and/or walking on various types of surfaces including slippery or uneven surfaces and rough terrain, potential for extended hours including evenings and weekends.

Physical: Primary functions require sufficient physical ability to walk, stand, and sit for prolonged periods of time; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; push, pull, lift, and/or carry moderate to heavy amounts of weight; operate assigned equipment and vehicles; verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.