



Job Description

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job.

Job title	Water Operations Technician I/II
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GENERAL PURPOSE

Under immediate (Water Operations Technician I) or general (Water Operations Technician II) supervision, carries out a variety of technical tasks combined with skilled and semi-skilled field activities in support of the District's water operations and groundwater recharge efforts; and performs related duties, as assigned.

DISTINGUISHING CHARACTERISTICS

Water Operations Technician I: This is the entry-level classification in the Water Operations Technician series. Initially under close supervision, incumbents learn and perform routine duties while learning District policies and procedures and becoming familiar with the variety of duties to support the District's water operations, including operation and maintenance of recharge ponds and related facilities and programs. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the Water Operations Technician II level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Water Operations Technician II: This is the fully qualified journey-level classification in the Water Operations Technician series. Positions at this level are distinguished from the Water Operations Technician I level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

Employees in this classification are subject to on-call, which may include rotating-duty schedule, weekends, and 24-hour emergency call out with little or no notice.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate (Water Operations Technician I) or general (Water Operations Technician II) supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

TYPICAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

Positions at the Water Operations Technician I level may perform some of these duties and responsibilities in a learning capacity.

- Performs a variety of skilled duties involved in the inspection, diagnosis, troubleshooting, and maintenance of the water distribution system as related to pumping, valve settings, valve exercising, and operation and maintenance of recharge ponds.
- Collects technical data for the District's water operations and recharge operations; monitors and maintains recharge-pond water levels, flows, and operational response.
- Gathers required field data and installs necessary facilities and structures to support the development and maintenance of effective recharge-pond operations; contributes to the District-wide water resources database; conducts surface flow measurements, percolation testing, water-quality testing, and other relevant information related to water operations.
- Performs basic surveying with global positioning system to update and maintain accurate maps of District's recharge ponds.
- Assists with special construction projects including the design, rebuilding, and maintaining of imported-water recharge facilities and surface-water diversion facilities.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

REQUIRED QUALIFICATIONS

Knowledge of:

- Principles of field program implementation including applicable environmental and water quality standards.
- Principles of operational hydrology.
- Recharge-pond construction and operation methods.
- Water sampling and analysis techniques, and quality control practices.
- Federal, state, and local laws, codes, and regulations in assigned areas of responsibility.
- Hydraulics; distributional piping and pumping systems, water distribution systems and pump design and operation.
- Basic land survey methods and techniques.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Conduct groundwater data collection with a high degree of accuracy.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies, and procedures, and standards relevant to water quality laws and regulations.
- Accurately collect and compile data.
- Troubleshoot sampling and pumping equipment.
- Follow written and oral work instructions.
- Operate heavy equipment and machinery.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

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Experience:

Any combination of experience and education that provides the required knowledge and abilities is qualifying, along with the specific licenses/certifications as outlined below:

- Water Operations Technician I: Two (2) years of experience in construction or public works, preferably performing water operations and heavy-equipment operations.

- Water Operations Technician II: Three (3) years of progressively responsible experience in construction or public works, preferably performing water operations and heavy-equipment operations; or one (1) year of experience as a Water Operations Technician I with the District.

Education:

- Equivalent to completion of the twelfth (12th) grade.

Licenses/Certifications:

- A valid California driver's license, Class A, is required and the ability to maintain insurability under the District's Vehicle Insurance Policy.
- Water Operations Technician I: State of California Water Distribution Operator Certificate Grade I, within 15 months of hire into this classification.
- Water Operations Technician II: A State of California Water Distribution Operator Certificate Grade II.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various District sites; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust, and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

FLEX REQUIREMENTS

Positions in the Water Operations Technician I/II class series are flexibly staffed; positions at the Water Operations Technician II level are normally filled by advancement from the Water Operations Technician I level; progression to the Water Operations Technician II level is dependent on (i) management affirmation that the position is performing the full range of duties assigned to the classification; (ii) satisfactory work performance; (iii) the incumbent meeting the minimum qualifications for the classification including any licenses and certifications; and (iv) management approval for progression to the Water Operations Technician II level.

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This job description has been reviewed and approved by all levels of management in cooperation with the union (if applicable):

Approved by:	<i>Board of Directors</i>
Date adopted:	<i>March 29, 2020</i>
Date modified:	
FLSA determination:	<i>Non-Exempt</i>

Job Description Acknowledgment

I have received, reviewed and fully understand the job description for Water Operations Technician I/II. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name (print): _____ *Date:* _____

Employee Number: _____

Employee Signature: _____