



## **CAMBRIA COMMUNITY SERVICES DISTRICT**

### **POSITION SPECIFICATION**

<b>Position</b>	Water Systems Operator T3/D2
<b>Organization</b>	Cambria Community Services District
<b>Location</b>	Cambria, California
<b>Reports to</b>	Water Systems Superintendent or Utilities Department Manager
<b>Website</b>	<a href="http://www.cambriacsd.org">www.cambriacsd.org</a>

#### **DEFINITION**

Under supervision of the Senior Water Systems Operator and/or Utilities Department Manager, installs, repairs, maintains, and replaces water mains, meters, service connections, and other water facilities; assists in the operation of the water supply, treatment, distribution, storage and pumping systems; reads meters; and performs other duties as assigned.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- In the absence of the Senior Operator may assume responsibility of the Department.
- Ability to write reports and analyze and interpret laboratory and operational data.
- Ability to use basic computer software applications i.e., excel, word, and access.
- Participates in standby duties: As an on-call operator, operates and maintains the treatment facilities and distribution system and respond immediately to water emergencies.
- Performs a variety of unskilled and semiskilled duties in the maintenance of the water supply and distribution facilities.
- Assists as a member of a crew in the installation, replacement, or repair of water lines, service connections, meters, valves, fire hydrants and other water facilities.
- Operates and maintains power-driven equipment and pneumatic tools.
- Assists in the operation of the district wells and water treatment plants.
- Assists in locating and repairing leaks in water lines.
- Operates and maintains backhoe for excavations, backfill, and loading.
- Reads and replaces water meters, and coordinate field activities with billing office.
- Responds to and resolves customer complaints.
- All other duties as assigned.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

Methods, practices, material, tools and equipment used in the operation, installation, maintenance and repair of water mains, pipes, pumps, water wells, controls and equipment; safety precautions and procedures; basic plumbing and construction; and computer skills.

Install, maintain and repair water mains, pipes, pumps, and wells; operate, maintain and repair storage tanks and other water facilities; use tools and operate power-driven equipment necessary for the performance of the work; understand and carry out oral and/or written instructions; conduct work in a manner that is prompt and courteous, while maintaining good public relations; and supervise small crew and/or work independently.

### **REQUIRED QUALIFICATIONS**

- Recent, three (3) years of progressive responsibility and experience in the operation, maintenance and repair of electrical and mechanical water production equipment and treatment and distribution systems.
- High school graduate or G.E.D.
- Must possess and maintain a valid California class "C" driver's license and maintain a satisfactory DMV record to maintain District insurability.
- Possession of a California Grade 2 Water Distribution Certificate issued by the Department of Health Services.
- Possession of a California Grade 3 Water Treatment Certificate issued by the Department of Health Services.