

## **CITY OF ARCADIA**

### **WATER PRODUCTION TECHNICIAN I WATER PRODUCTION TECHNICIAN II**

#### **DEFINITION**

Under immediate supervision (Water Production Technician I) or general supervision (Water Production Technician II), to perform a variety of duties involved in the installation, operation, maintenance, and repair of pumping equipment, facilities, and telemetry; and to maintain water quality standards required by D.O.H.S. including sampling and water treatment.

#### **DISTINGUISHING CHARACTERISTICS**

**Water Production Technician I**--This is the entry level in the Water Production Technician class series. Positions at this level usually perform most of the duties required of the positions at the Water Production Technician II level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgement 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. Since this class is often used as a training class, employees may have only limited or no directly related work experience.

**Water Production Technician II**--This is the full journey level in the Water Production Technician class series. Positions at this level are distinguished from the Water Production Technician I level by the performance of the full range of duties as assigned, working independently and exercising judgement 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. Positions in this class series are flexibly staffed and positions at the Water Production Technician II level can be filled by advancement from the Water Production Technician I level with three years of experience and successful performance reviews. When filled from the outside, the employee is required to have prior related experience which allows the employee to meet the qualification standards for the Water Production Technician II level.

#### **SUPERVISION EXERCISED**

##### **Water Production Technician I**

Exercises no supervision.

##### **Water Production Technician II**

May exercise technical and functional supervision over lower level staff.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Make routine daily inspections of all water production and storage facilities; identify any improper functioning of equipment or operations.

Install, clean, adjust, overhaul, re-build, paint, and operate valves; troubleshoot valves when problems occur within the water distribution system.

Inspect reservoirs, water levels, and telemetry; make adjustments to maintain proper water levels.

Operate, test, maintain, and repair pumps, telemetry system, SCADA system, chlorinating equipment, valves, meters, gauges, and electrical and gas water-pumping equipment.

Prepare detailed reports of performance and condition of pumping facilities.

Perform the chlorinating and testing of pipelines and reservoirs; check chlorine dosage rates; weigh cylinders; record daily usage.

Perform daily check of chlorine residuals in reservoirs; records results.

Make emergency changes of equipment in the event of mechanical failures.

Take samples from wells, reservoirs and private property outlets for chemical analysis and Health Department testing.

Maintain and repair reservoirs and pumping facilities.

Read and work from maps, blueprints, and sketches.

Observe safety precautions regarding traffic control, confined space entry, and power equipment operation.

Respond to customer complaints.

Maintain records and logs; keep charts updated on remote and local recorders; complete reports as necessary.

Read watt-hour meters, water production meters, and other devices.

Perform general maintenance and cleanup duties around water facilities.

Operate a variety of vehicles, tools, and equipment used in the operation and maintenance of water distribution systems.

### **OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Water Production Technician I**

##### **Knowledge of:**

Basic tools, materials, and equipment used in water distribution.

Principles and procedures of record keeping.

Basic mathematical principles.

Safe driving principles and practices.

##### **Skill to:**

Learn to operate a wide variety of equipment and tools used in the water production system operation, maintenance, and repair in a safe and effective manner.

Operate a motor vehicle safely.

Perform manual labor for extended periods of time in all types of weather.

##### **Ability to:**

Learn operational characteristics of specialized water production system operating equipment.

Learn materials, methods, practices, and equipment used in water pumping, storage, and distribution.

Learn pertinent Federal, State, and local laws, codes, and regulations.

Learn occupational hazards and standard safety precautions necessary in maintenance and repair work.

Learn to read, interpret, and apply technical information from manuals, drawings, specifica-

tions, layouts, blueprints, and schematics.

**Ability to:**

Perform accurate mathematical calculations.

Prepare and maintain accurate and complete records.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Minimum Qualifications:**

**Experience:**

One year of experience in performing general construction or mechanical equipment maintenance work which involved the use of hand and power tools and the operation of light trucks.

**Training:**

Equivalent to the completion of the twelfth grade.

**License or Certificate:**

Possession of, or ability to obtain, a valid class C driver's license with a hazardous material endorsement.

Possession of a Water Treatment Operator Certificate, Grade II, issued by the State of California Department of Health Services.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, push, pull, and lift 100 lbs., distinguish color, and wear protective apparel; exposure to cold, heat, noise, outdoors, vibration, confining work space, chemicals, explosive materials, mechanical hazards, electrical hazards, and traffic hazards; ability to travel to different sites and locations; availability for on-call, stand-by, and emergency call.

## **Water Production Technician II**

In addition to the qualifications for Water Production Technician I:

### **Knowledge of:**

Operational characteristics of specialized water production system operating equipment.

Materials, methods, practices, and equipment used in water pumping, storage, and production.

Pertinent Federal, State, and local laws, codes, and regulations.

Occupational hazards and standard safety precautions necessary in maintenance and repair work.

### **Skill to:**

Operate a wide variety of equipment and tools used in water production systems operation, maintenance, and repair in a safe and effective manner.

### **Ability to:**

Perform water production system operation, maintenance, and repair with accuracy, speed, and minimal supervision.

Read, interpret, and apply a technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.

Interpret and apply the policies, procedures, laws, and regulations pertaining to assigned programs and functions.

### **Minimum Qualifications:**

#### **Experience:**

Three years of experience in the water production system operation and maintenance field.

#### **Training:**

Equivalent to the completion of the twelfth grade.

**License or Certificate:**

Possession of, or ability to obtain, a valid class C driver's license with hazardous material endorsement.

Possession of a Water Treatment Operator Certificate, Grade II, issued by the State of California Department of Health Services.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, push, pull, and lift 100 lbs., distinguish color, and wear protective apparel; exposure to cold, heat, noise, outdoors, vibration, confining work space, chemicals, explosive materials, mechanical hazards, electrical hazards, and traffic hazards; ability to travel to different sites and locations; availability for on-call, stand-by, and emergency call.

**Effective Date:** June 2003