



# HIRING

## **Water & Wastewater Operator (WWWO) I**

- No experience required, however applicants must demonstrate ability to perform manual labor, work in the District environment and learn and apply technical knowledge. Must possess or be able to obtain within one year of hire a State Water Resources Control Board - Grade I Water Distribution Certificate and must possess or obtain a Wastewater Collection System Maintenance Grade I from the California Water Environment Association within one year of hire.

## **Water & Wastewater Operator (WWWO) II**

- Considerable experience in water production, water distribution and wastewater system laboring activities as defined by current District staffing needs. Must possess a State Water Resources Control Board - Grade II Water Distribution Certificate and possess or obtain a Grade II Wastewater Collection System Maintenance Certification within one year of hire.

**APPLY NOW!**

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# WATER & WASTEWATER OPERATOR (WWO) I, II

## FULL TIME - NON-EXEMPT EMPLOYEE

**Monthly Salary Range : WWWO I (\$4,053-\$4,928) WWWO II (\$5,174-\$6,289)**

**Definition** – Under immediate supervision (I) to (II) general direction performs a combination of laboring maintenance, construction and/or routine technical work in support of water production, water distribution, wastewater collection, wastewater conveyance, recycling and other such community services activities; performs staff support in utility billing, inventory, facility maintenance, ordinance enforcement and other such activities; performs related duties as required.

The WWWO I/II are Safety Sensitive Positions  
Subject to Pre- Employment Screening

**Distinguishing Characteristics** - This series is characterized by the responsibility to perform a broad range of laboring through technical duties in support of District services and programs. Although the first level, WWWO I provides entry to the series it may also be utilized as an allocated level to describe positions assigned routine duties that do not require journey- level skills in maintenance and/or operations activities (e.g., recycling collection, meter reading, water and wastewater preventative maintenance, landscape maintenance). The full working, or journey, level of the series is Wastewater Operator II. Incumbents are expected to independently perform a broad range of duties, which require journey- level skill in water production, water distribution, wastewater system operation and maintenance. All incumbents of positions allocated to these classes are expected to perform activities in support of District operations and community services as needed to accomplish District goals. Personnel in this classification must also be able to perform on-call duty.

# WATER & WASTEWATER OPERATOR

## (WWO) I, II

**Examples of Duties-Duties may include but are not limited to the following:**

1. Delivers trash and recycle bins to customers; provides customers with recycle and trash collection schedule information.
2. Installs and/or repairs water distribution main and service lines; fire hydrants and valves; tests and installs water meters, valves; repairs and modifies placement of meter boxes; excavates areas and shuts down water distribution to make repairs; restores water service; checks flow pressure; provides information to customers on reason for and length of service disruption.
3. Occasionally reads water meters for service billing, reported problems and/or service turn on/off; delivers and posts shut-off notices supplied by billing staff; provides customers with information and referral to billing staff in response to billing procedure inquiries.
4. Samples and tests water to ensure that potable water supplied throughout the District is safe and of good quality; monitors and adjusts operation of generators, compressors, pumps, and chemical feed equipment; tests alarms and safety equipment, reads and interprets and records instrumentation data.
5. Performs preventative maintenance on and routine repair to equipment including vehicles, pumps, plant connecting assemblies, gas engines, and electrical equipment.
6. Investigate customer complaints regarding water quality (e.g., color, odor), pressure (e.g., low/high) and/or usage (e.g., leaks, inoperable meters); determine and explain problem, necessary repairs and responsibility for repairing.
7. Identifies and reports abandoned vehicles and other specific code/ordinance violations or public safety hazards; monitors status of reported problems and notifies management personnel of problems uncorrected by other agencies.

# WATER & WASTEWATER OPERATOR

## (WWO) I, II

8. Maintains inventory of supplies and equipment in safe and orderly fashion; conducts inventory and reports stock on hand and parts/supplies/equipment needs; makes routine purchases to meet immediate repair needs.
9. Installs and maintains landscaping and irrigation at District sites and beautification locations throughout the District; cuts and trims grass; makes forms and pours concrete; waters and fertilizes plants.
10. Recommends changes in work methods and procedures to improve service delivery, productivity and/or equipment efficiency; evaluates assigned tasks to determine the most effective/efficient; troubleshoots distribution system failures and inefficiencies.
11. Ability to utilize water and wastewater software systems, such as Supervisory Control and Data Acquisition (SCADA) System and the District's Computerized Maintenance Management System (CMMS). Ability to read as-built plans and system grid maps for water and wastewater systems.
12. Assists co-workers with assigned projects and shares knowledge of work methods and techniques to improve skills and work effectiveness/efficiency.
13. Installs, repairs, services and inspects wastewater collection pipelines, pumps and motors.
14. Performs routine maintenance inspections and adjustments to wastewater system lift stations, pump stations and air release valves.
15. Position requires periodically coming in contact with raw sewage to complete necessary repairs.
16. Perform routine clerical duties to assist office staff in billing and other administrative activities; ability to use District computer system; provide courier services (e.g., delivering materials to members of the Board of Directors).
17. The position is required to be part of an "On Call/ Stand-By Rotation"

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## **Qualification Guidelines:**

Water & Wastewater Operator I - No experience required, however applicants must demonstrate ability to perform manual labor, work in the District environment and learn and apply technical knowledge. Must possess or be able to obtain within one year of hire a State Water Resources Control Board - Grade I Water Distribution Certificate and must possess or obtain a Wastewater Collection System Maintenance Grade I from the California Water Environment Association within one year of hire.

Water & Wastewater Operator II - Considerable experience in water production, water distribution and wastewater system laboring activities as defined by current District staffing needs. Must possess a State Water Resources Control Board - Grade II Water Distribution Certificate and possess or obtain a Grade II Wastewater Collection System Maintenance Certification within one year of hire.

**Special Requirements:** Possession of or ability to obtain a valid Class C California driver's license and a driving record consistent with District policy are required.

**Supplemental Information:** Incumbents must operate District vehicles.

## **Environmental Factors:**

- 1.Exposure to the sun: 95% or less work time spent outside a building and exposed to the sun.
- 2.Exposure to other conditions: Work in rain, high winds, sleet and humidity.
- 3.Irregular or extended work hours: Required to change working hours or work overtime on an as -needed basis.

**Physical Requirements:** Incumbents must routinely bend, stoop and kneel. Repetitive lifting of up to 90 lbs is required. Additionally, incumbents must be able to sustain physical work activities such as shoveling or jack hammering for extended periods.