



City of Seal Beach
211 8th St.
Seal Beach, CA 90740
562/431-2527



WATER OPERATOR
SALARY: \$4,842.63 - \$5,886.25 PER MONTH
FINAL FILING DATE: FRIDAY, DECEMBER 11, 2020, BY 5:00 P.M.

DEFINITION:

Under general supervision, plans, performs maintenance and repair work of the City's water and sewer systems; and does related work as required.

DISTINGUISHING CHARACTERISTICS:

The Water Operator is the entry-level class in the water services series. Incumbents learn and perform a variety of semi-skilled duties in the construction, operation, maintenance, and repair of the City's potable water distribution and wastewater collection systems, equipment, and facilities.

ESSENTIAL FUNCTIONS:

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 the class.

1. Inspects and maintains water and sewer pump stations, boosters and CL2 equipment; analyzes, treats, monitors, and records water quality; tabulates flow rates to maintain proper reservoir levels; analyzes chlorine residual tests and makes adjustments.
2. Measures monthly well levels; acquires well samples for lab testing; operates SCADA monitoring equipment.
3. Performs water meter testing, repair, change outs, and meter box related maintenance; may tabulate flow rates to check for accuracy.
4. Manages pumping station engine servicing as needed; services and maintains system pumps and chlorine dosing apparatus.
5. Assists with testing and repair or backflow prevention devices according to County regulations.
6. Performs hydrant flushing program; repairs hydrants and exercises valves.
7. Handles water quality complaints and records in log book; provides data for State report.

ESSENTIAL FUNCTIONS (continued):

8. Performs water main maintenance; exercises valves; repairs breaks and leaks; monitors blow-off and air relief; marks for USA tickets; inspects installation of new water lines and mains.
9. Performs sewer system maintenance; operating combination trucks, CCTV equipment, manhole adjusting, collection system cleaning, pump station maintenance and collections system trouble shooting.
10. Operates a variety of equipment and tools such as loaders, backhoes, bobcat, forklift, pneumatic tools, jackhammers, and tampers.
11. Performs sewer rounds and station and collection system maintenance.
12. Conducts upkeep at water well and reservoir sites; makes repairs to facilities.
13. Maintains records and logs of daily activities.
14. Responds to emergency calls as needed.

QUALIFICATIONS GUIDELINES:

Knowledge of: Operational characteristics of water distribution, production, and wastewater collections systems; construction engineering and maintenance practices related to water and sewer systems; safety standards related to trenching and construction, water mains, pipe fittings, meters and water storage, treatment, distribution, and pumping facilities; basic mathematical calculations; safe and correct handling of water samples for testing; materials, machinery and tools used in water and sewer work; traffic delineation techniques.

Ability to: Read and interpret engineering plans, specifications, working drawings, and maps; analyze and document water quality data; analyze and compute dosage rates; demonstrate the safe and efficient operation of equipment, tools, water and sewer equipment; maintain accurate work records; communicate effectively, both orally and in writing; establish and maintain effective working relationships with staff, contractors, managers, and general public.

Education/Training/Experience: High School graduation or G.E.D. equivalent, supplemented by college coursework or technical training in water quality, treatment, and distribution training and certification in water and sewer maintenance and distribution systems. One year of experience in water production and distribution and wastewater systems is required.

Licenses, Certificates; Special Requirements: Possession of a valid Class C California Driver's License with a safe driving record and evidence of insurance is required and must be maintained as valid during the course of employment. Class B driver's license is highly desirable.

Possession of a Grade I Water Distribution Certificate issued by the State of California Health Department is required at time of appointment. Possession of a Grade II Water Distribution Certificate is required after one year. Possession of a Grade II Water Treatment Operator's Certificate issued by the State of California is desirable. CWEA Grade II Wastewater Collections System Certification is desirable.

Confined space entry, trenching, and hazardous materials training and certification is required within six months of assignment to this position.

The employee must be available for on-call, stand-by, and emergency call service.

PHYSICAL AND MENTAL DEMANDS:

The physical and mental 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.

Physical Demands

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach above and below shoulder level with hands and arms. The employee must have the ability to frequently sit, stand, walk, bend, stoop, squat, and climb ladders, as well as work in confined spaces. The employee occasionally lifts and moves supplies, power and hand tools, barricades, delineators, and cones weighing up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the employee must be able to use written and oral communication skills; read and interpret data, information and documents; interpret and explain policies and procedures; use math and mathematical reasoning; learn and apply new information or new skills; work under deadlines with interruptions; and interact with City staff, vendors, contractors, regulatory officials, and the general public.

WORK ENVIRONMENT:

The employee frequently works in both office and field settings and is subject to variable weather conditions and traffic when outdoors. The employee is exposed to wetness, moisture, heat, mechanical and electrical hazards, chemicals, and dust. The employee works near sewer areas and is exposed to noxious fumes, odors, and raw sewage. When outdoors and working near pump equipment, the noise level may be occasionally loud, at or above 85 decibels level.

INFORMATION FOR CANDIDATES

SELECTION PROCEDURE: Please visit www.CalOpps.org to submit your application on-line. Currently City Hall is closed due to COVID-19 restrictions. Therefore, only on-line applications are being accepted.

A resume is optional but will not be accepted as a substitute for a completed City application. Incomplete, late, emailed, or faxed applications will not be accepted. Appointment is subject to any or all of the following: pre-employment medical, fingerprint processes as well as background investigation. If selected, incumbent will be required to submit written identification proving eligibility to work in the United States.

EXAMINATION: Those applicants who appear best qualified based on application materials submitted will be invited to any combination of written, performance and/or oral interview to further evaluate their job-related experience, education, knowledge, skills and abilities.

Any qualified individual with a disability must provide reasonable notice to the City prior to the testing process that reasonable accommodation is required. The City of Seal Beach is an Equal Opportunity Employer.

PROBATIONARY PERIOD: A probationary period of six (6) months must be served by each employee.

<u>BENEFITS:</u>	The City of Seal Beach offers its employees an excellent benefit package:
<u>Retirement:</u>	CalPERS Classic members 2% at 55 CalPERS. New members 2% @ 62.
<u>Deferred Compensation:</u>	City contributes (1%) of base salary per pay period to an ICMA deferred compensation program on behalf of employee.
<u>Vacation:</u>	80 - 160 hrs /year based on years of City service.
<u>Sick Leave:</u>	One (1) eight (8) hour day per month of service.
<u>Holidays:</u>	12 holidays per year.
<u>Insurance:</u>	The City provides a comprehensive insurance program through a full flex cafeteria plan for all full-time employees, including health, dental, and vision plans. The City also provides for the employee's dependent health insurance. The Holman Group, an employee assistance program, is available to employees and their families for confidential, short-term counseling.
<u>Life Insurance:</u>	City contributes 100% towards a \$50,000 group term life insurance policy.
<u>Tuition Reimbursement:</u>	Reimbursement is capped each calendar year at the rate of the California State University system for up to two (2) semesters of full-time undergraduate enrollment.
<u>Section 125 Plan:</u>	Allows employee to set aside funds to cover medical and dependent care expenses (pre-tax dollars).

NOTE: *The provisions of this job announcement do not constitute an expressed or implied contract. Any provision contained in this job announcement may be modified or revoked without notice.*