

PROVO CITY CLASSIFICATION SPECIFICATION	
Title: Water Systems Operator	Job Code: 2550, 2552, 2553, 2555
Date: November 25, 2015	EEO Code: SM
FLSA Designation: Non-Exempt	Civil Service Status: Covered (Unclassified)

DEFINITION: This is skilled maintenance work with responsibility for the operation and upkeep of Provo City's water sources system.

CLASSIFICATION STANDARDS: Positions allocated to this class are responsible to a designated supervisor or the Water Sources Manager and perform all assigned tasks under his/her close to general supervision. The multiple levels of this career series are distinguished by the amount of supervision, knowledge, and skill needed and by the required level of water operation certification. *Note: Employees are eligible for advancement in the career series as directed by policy.*

ESSENTIAL DUTIES: Apprentice Operator and Operator I: Take daily readings on water production equipment; assist with inspection of reservoirs, spring areas, pressure regulator stations, pump houses, chlorinators, manholes and covers, meters, telemetry equipment, and valves; assist with maintenance and repair of water sources equipment, facilities, and surrounding areas including general construction projects and grounds maintenance; observe conditions and identify abnormalities; identify abnormal conditions and respond appropriately; resolve basic operation issues; perform preventative maintenance and general repair on equipment including lubricating, painting, cleaning, and so forth; build fences; read meters and assist with operating valves; assist with collection of culinary water samples required by State and Federal regulations; maintain various records and reports; follow safety procedures; perform other duties as needed.

Operator II and Operator III: Independently perform all duties required of lower level water sources operators; install, operate, and maintain telemetry and automation equipment, pressure regulator stations, valves, pumps, pump houses, spring boxes, meters, chlorinators, manholes and covers, and deep wells; operate valves to maintain balance in water distribution system; troubleshoot electrical and mechanical issues in pump stations and SCADA system; evaluate and resolve electric motor issues and failures, including high voltage motors; inspect facilities and surrounding areas and identify and resolve moderately complex to complex operational issues; assist supervisor in ensuring other operators follow safety procedures and regulations; supervise part-time workers; assist with training lower level operators and part-time staff; may take lead role in absence of a designated supervisor; perform other duties as needed.

MINIMUM REQUIREMENTS: Apprentice Operator: One (1) year of experience in general construction or work requiring mechanical aptitude. **Operator I:** One (1) year of professional water operator experience. **Operator II:** Two (2) years of professional water operator experience. **Operator III:** Four (4) years of professional water operator experience. An equivalent to a high school diploma is required for all levels. Additional education may be substituted for experience as allowed by the State of Utah to qualify for unrestricted water systems operator certification.


License(s). **Operator I:** Unrestricted Grade I Utah Water Systems Operator. **Operator II:** Unrestricted Grade II Utah Water Systems Operator. **Operator III:** Unrestricted Grade III Utah Water Systems Operator (Grade IV preferred). A valid, lawful commercial driver's license with Hazmat endorsement is required at all levels.

SELECTION FACTORS: *Knowledge of:* methods and techniques used in the operations and maintenance of a water sources system; related laws, codes, rules, and regulations governing the functions of the position; principles of electrical conduction and insulation; mechanical operations and maintenance of specialized water sources equipment; basic English composition, spelling, and grammar; policies and procedures established for the work system including handling various chemicals specific to the work. *Skill in:* using a variety of power tools, hand tools, and heavy equipment in a safe manner; troubleshooting electrical and mechanical issues; installing, maintaining, and repairing water sources equipment, structures, and surrounding areas; operating equipment safely in a hazardous environment; recognizing potential dangers; performing testing procedures for corrosion monitoring stations on main water lines; conducting a variety of water sample collection procedures; reading and interpreting line drawings and blueprints. *Ability to:* monitor and operate process equipment, electrical controls, valves, meters, gauges, and pumps; recognize change in normal conditions and investigate the cause; recalibrate process and equipment settings in the field; perform work with speed and accuracy; communicate effectively both verbally and in writing; deal with the public in a pleasant, courteous, and calm manner in all circumstances and always maintain effective working relationships; exercise independent judgement while evaluating situations and in making determinations; organize effective work methods; prepare clear, concise, accurate, and informative reports; perform duties in a manner that demonstrates respect, integrity, courtesy, and kindness towards others; demonstrate a high level of commitment to the principles of positive customer service; supervise and/or lead the work of others.

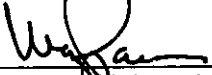
TOOLS AND EQUIPMENT USED: Radio, mobile device, motor vehicle, various hand and power tools, general office equipment and software, specialized software, safety clothing, monitoring equipment, dump truck, boom truck, road cutting machine, tap machines, jackhammer, electrical multi-function test meter, self-contained breathing apparatus, copper to copper sulfate probe/cell, and other equipment specific to the work.

PHYSICAL DEMANDS: Requires sufficient strength, agility, and eyesight to perform the work which includes lifting up to 50 pounds, driving vehicles and heavy equipment, carrying, bending, stooping, walking, climbing, tight quarters and confined spaces, and physical hand work.

ENVIRONMENTAL FACTORS: These positions may require working in adverse weather conditions, in and around heavy traffic, in proximity to odors and hazardous conditions, dangerous chemicals, and in other stressful conditions related to the workplace. *Note: Employees of this class may be subject to on-call status and working weekends and holidays.*



Department Director 11/25/15
Date



Mayor/Chief Administrative Officer 11/25/15
Date

NOTE: The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This class specification supersedes earlier versions.