

## Sacramento Suburban Water District Classification Specification

**Job Class:** Production Operator I-III

**FLSA Status:** Non Exempt

**Effective Date:** May 27, 2024

### **Definition**

Performs a wide variety of semi-skilled and skilled tasks in the operation, maintenance, and repair of water treatment, storage, and production facility systems, ensuring compliance with regulatory requirements.

### **Distinguishing Characteristics**

Production Operator I is the entry level class and is distinguished from the II level by performing less than the full range of duties assigned to the II level and certification requirements. Incumbents work under direct supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Production Operator II is the journey level class and is distinguished from the I level by the assignment of the full range of complex field and office engineering support duties assigned to the Grade I level, as well as by duties allowed by the Water Distribution Operator Certificate Grade D2 and Water Treatment Operator Certificate Grade T2. Employees at this level receive only occasional instruction or assistance as new, unusual, or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the Operator I level.

Production Operator III is the advanced journey level in the Production Operator series. It is distinguished from the Production Operator – Grade II by the ability to perform the full range of duties assigned including those that require a Water Distribution Operator Certificate Grade D3 and Water Treatment Operator Certificate Grade T2. Positions in this class are flexibly staffed and are normally filled by advancement from the Operator II level.

Production Operator Grades II and III may provide on-site direction to less experienced staff and may include the indirect supervision of contractors or temporary staff.

This class is distinguished from the Production Foreman in that the Foreman provides supervision over assigned staff.

### **Examples of Essential Duties**

The following duties are typical for this classification. Depending upon the assignment, the employee may not perform all of the listed duties and may be required to perform additional or different duties from those below to address business needs and changing business practices. Management retains the right to add, remove, or change duties at any time.

- Performs a variety of skilled maintenance, repairs, and preventive maintenance on production facilities, including, but not limited to, wells, iron/manganese treatment plants, storage tanks (elevated and ground), booster stations, pressure reductions stations, and interties.
- Regulates and controls the amount of chemicals used to maintain specified water treatment requirements.
- Performs preventative maintenance on pumps, motors, chemical analyzers, booster pumps, water quality testing devices, internal combustion engines, chemical feed pumps, chemical injection systems, sample stations, hydraulic valves, air compressors, sump pumps, air release valves, level transducers, and generators.
- Operates complex field test equipment (e.g. chlorine, PH, conductivity, and hardness meters). Titrates, transfers, and handles hazardous materials on a daily basis. Monitors, reviews, interprets data, and adjusts controls within the Supervisory Control and Data Acquisition (SCADA) system to ensure proper operation of District facilities; operates system to balance system pressure, conjunctive use, and contractual obligations.
- Collects samples for bacteriological and chemical analyses from wells and the distribution system.
- Performs instrumentation calibration and low voltage electrical troubleshooting, repair, and installations for 120 volt and 4-20 mA equipment.
- Investigates water quality complaints; flushes distribution mains for water quality control and performs water quality field monitoring to ensure a high quality of water in the mains.
- Complies with all District policies, procedures, rules, and regulations, including safety standards; complies with State and local regulations.
- Inspects and oversees work performed by contractors and vendors.
- Performs emergency response duties in accordance to State regulations; works extended hours including mornings, evenings, and weekends outside of scheduled workday to respond to after hour emergencies.
- Performs standby duty as scheduled.
- Performs duties in hazardous work areas including high traffic areas, roadways, confined space vaults, chemical rooms/sheds, and works around live machinery with moving parts. Utilizes various software programs to input accurate and detailed data.
- Performs related duties as assigned.

## **Minimum Qualifications**

### ***Knowledge Of:***

- Operation and maintenance of pumps, motors, automatic control equipment, and water systems; basic pump operating theory, equipment capabilities, limitations, and safe operating characteristics; general building/grounds maintenance and repair practices; occupational hazards and standard safety practices.
- Modern office procedures, practices, methods, and equipment; methods and techniques for record keeping and report preparation.
- Common office computer software and database programs, including the Microsoft Suite of Programs (Word, Excel, Outlook, Access and PowerPoint).
- Principles and practices of good customer service.
- Principles and practices of work safety.

### ***Ability To:***

- Perform a variety of basic work assignments in the installation, maintenance, and repair of water pumping facilities.
- Operate motor vehicles, forklift, and various power-driven equipment.
- Deal tactfully and courteously with the public and co-workers.
- Effectively communicate verbally and in writing.
- Follow verbal and written directions.
- Establish and maintain cooperative working relationships with co-workers, outside agencies, vendors, consultants, contractors, and the public.
- Learn to read and interpret piping and distribution diagrams and maps.
- Pass pre-employment physical, drug/alcohol testing, and background check.

***Experience and Education:***

Experience:

*Production Operator I Level:* No experience necessary

*Production Operator II Level:* Two (2) years of increasingly responsible experience performing duties involving the operation, maintenance, and repair of water distribution/treatment facility systems at a level equivalent to the Production Operator I.

*Production Operator III Level:* Two (2) years of increasingly responsible experience performing duties involving the operation, maintenance, and repair of water distribution/treatment facility systems at a level equivalent to the Production Operator II.

Education:

High school diploma or equivalent.

***License and/or Certificates:***

- Valid Driver's License issued by the California Department of Motor Vehicles and proof of good driving record as evidenced by the absence of multiple or serious traffic violations or accidents for at least two (2) years duration. The driving record will not contribute to an increase in the District's automobile rates. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.
- *Production Operator I Level:* Possession and maintenance of a State of California Water Treatment Operator Certificate Grade T1 and Distribution Operator Certificate Grade D1, or ability to obtain Grade D1 certificate within 1 year of employment and Grade T1 certificate within 2 years of employment.
- *Production Operator II Level:* Possession and maintenance of a State of California Water Distribution Operator Certificate Grade D2 and Water Treatment Operator Certificate Grade T2.
- *Production Operator III Level:* Possession and maintenance of a State of California Water Distribution Operator Certificate Grade D3 and Water Treatment Operator Certificate Grade T2.
- Incumbents must complete the designated number of contact hours (i.e., continuing education/training requirements) to maintain the required certifications as a condition of employment.

**Working Conditions and Physical Demands**

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Operates District vehicles and equipment in field installations, maintenance, and repair work.
- Travels frequently by automobile in conducting District business.
- Communicates verbally with District management, coworkers, and the public in face-to-face, one-on-one, and group settings.
- Regularly uses a telephone and e-mail for communication.
- Regularly uses office equipment such as computers and copiers.
- Ability to carry, reach, and lift supplies and equipment weighing up to 70 pounds.
- Ability to push, pull, and maneuver supplies and equipment of varying weights and configurations.
- Ability to stoop, kneel, crouch, crawl, and climb during field repair work.
- Stand and walk for extended time periods and on uneven terrain.
- Works outdoors as needed in all weather conditions with exposure to dust, dirt, water, and significant temperature changes between cold and heat.
- Hearing and vision within normal ranges with or without correction.
- Occasionally required to change working hours or work overtime.
- Must wear CalOSHA approved protective footwear with a minimum ANSI I/75 or equivalent ASTM rating.

**The specific statements shown in each section of this class specification are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.**

APPROVED:

Dated:                     May 14, 2024                    

By:                                           
Dan York  
General Manager

Employee Statement:

*I certify I have read, understand, and acknowledge receiving a copy of this class specification.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date