



## Calaveras Public Utility District

### WATER DISTRIBUTION/TREATMENT OPERATOR

#### Salary Range:

**Water Distribution/Treatment Operator I: Range 10**

**Water Distribution/Treatment Operator II: Range 12**

**Water Distribution/Treatment Operator III: Range 14**

**Water Distribution/Treatment Operator IV: Range 17**

*Classification specifications (job descriptions) are intended to present a descriptive summary of the range of duties and responsibilities performed by an incumbent in the classification. Specifications are intended to outline the minimum qualification for entry into the classification and not intended to reflect all duties and responsibilities of an incumbent in the classification.*

#### **The District**

The Calaveras Public Utility District was established January 1934, with the purpose of supplying pristine drinking water to the communities of San Andreas, Mokelumne Hill, Glencoe and Paloma areas of Calaveras County. The District currently serves over 1950 customers through over 27 miles of pipe from steel to poly ranging from 27" to 1" in diameter. The District furnishes its customers with reliable drinking water services and continues to provide those services safely, efficiently, and cost effectively. The District is offering this unique position to an individual who can demonstrate a positive outlook with the desire to grow in a water industry career.

#### **Summary**

Under general supervision, learns and performs a variety of semi-skilled and skilled work in support of District water distribution and treatment systems. Have the ability to perform preventative and corrective maintenance and repair activities; assists in performing inspections, servicing and repair of valves, pumps and equipment; reads water meters and records consumptions; cleans, inspects, and repairs water meters; and perform other duties as assigned. Should also have experience in water treatment, operating and maintaining equipment used in the water treatment process. May assist water treatment operators with planned and schedule work and maintenance at water treatment plant.

#### **Distinguishing Characteristics**

**Water Distribution/Treatment Operator I** is an entry-level position that requires incumbents to have the equivalent of one (1) years' experience performing maintenance work on water distribution and treatment systems.

**Water Distribution/Treatment Operator II** incumbents have additional experience and have or are in the process of obtaining other required certifications. As experience is gained, assignments become more varied and are performed with greater independence.

**Water Distribution/Treatment Operator III** must possess the required certification and is capable of performing a wide variety of work to ensure that District systems and facilities are maintained in a safe and effective working condition.

**Water Distribution/Treatment Operator IV** is capable of performing a wide variety of work in a lead role capacity to ensure that District systems and facilities are maintained in a safe and effective working condition. This level is distinguished from the Water Distribution/Treatment Operator III by time in service and in a lead role capacity.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

1. Complete work orders initiated by office staff or assigned by supervisor, including disconnecting and reconnecting water service.
2. Respond to customer complaints and emergency calls for service regarding complaints for pressure issues and water quality.
3. Set up traffic control and safety equipment when using vehicles on a street or other roadway; and use safety equipment properly and observe all safety procedures as specified by the District.
4. Notify supervisor of the need for repair or additional maintenance as found during routine inspection and cleaning activities; and prepares work notes service requirements.
5. Ensure that adequate materials and supplies are available for maintenance and repair work.
6. Assist with contacting the public to inform them of activities and shutdowns; and explains applicable rules and regulations.
7. Mark the location of underground water lines in response to USA requests.
8. Locate, exhume, repair, and/or replace sections of water mains or laterals, or hydrants, regulating valves and connections as necessary.
9. Construct or assist in the construction of District facilities including pump, pressure stations, pipelines, laterals, valves, or other system components as directed.
10. With others, inspect underground water pipes and associated appurtenances to locate leaks, breaks on a scheduled preventative maintenance basis or as needed.
11. With others, performs maintenance activities as directed, including installation and repair of fire hydrants, valves and pumps of various types.
12. With others, preform taps, repair water service lines and other system components as directed.
13. Service and maintain mobile equipment in a clean and orderly condition; and make minor repairs as needed; ensure safe operating capability of rolling stock regularly used in the performance of maintenance duties; conduct periodic safety checks of equipment as required.
14. May individually inspect water tanks, hydros, and pressure stations on a scheduled basis; reads and records data; and performs servicing and repair of pumps, motors, valves and other mechanical and electrical equipment.
15. Maintain maintenance warehouse in a safe and orderly fashion, in accordance with best management practices and safety regulations for storage of equipment, spare parts, chemicals, and the like.
16. Read water meters on assigned routes and records readings.
17. Inspect meters to ensure proper registration and reports on conditions such as malfunctioning and improperly installed meters and suspicious conditions.
18. Install, replace and repair meters and boxes as needed.
19. Perform leak investigations, informs customers of results, make minor repairs in the field or prepares work orders if needed.
20. May be expected to master computer or control applications related to the work.
21. Maintain accurate records of work performed.

22. May maintain external premises of facilities including weeding, painting, basic carpentry and other tasks as assigned.
23. Establish and maintain an effective and cooperative working relationship with coworkers through knowledge of work, personal and professional conduct, and good judgment.
24. Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.
25. Perform related duties as assigned or required for the ongoing operation of the District's business.
26. Assists in the construction, maintenance, and/or repair of the District's distribution, treatment systems and associated facilities.
27. Performs maintenance activities as directed, including installation and repair of fire hydrants, valves and pumps of various types, identifying and troubleshooting leaks.
28. Operates various hand and power tools, including but not limited to jackhammer, pavement breakers, pick, shovel, various wrenches, air compressors, rodding and/or boring machines and pumps of various types.
29. Assists with the inspection and plant operational equipment and facilities as required; and reads and records data of pumps, chemical feed and other treatment and pumping equipment.
30. Assists with the maintenance of water treatment facilities, pump stations and hydroelectric stations, as instructed.
31. Learns to properly collect water quality samples for laboratory testing.
32. Assists the Treatment Plant Operator with performance of preventive maintenance on a variety of treatment plant equipment.

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Knowledge of:**

1. Principles, practices, tools, equipment and supplies required to maintain and repair water distribution and treatment systems.
2. Basic principles and practices of mobile equipment servicing and repair.
3. Basic safety practices related to the work, including confined space entry.
4. A variety of meters and meter reading equipment and their respective functions.
5. Basic knowledge of materials and equipment used in water service installation, maintenance, and operational practices of electrical motors, pumps, and circuitry.
6. Applicable laws, codes, and regulations, including District policies and regulations.
7. Techniques for providing a high level of customer service to public and District staff, in person and over the telephone.
8. Microsoft Office Suite programs for word processing and spreadsheets. Use of a variety of office equipment.
9. Standard business practices such as letter writing, report writing, preparing informational materials in visual formats. English language usage, spelling, grammar, and punctuation.
10. Proper work safety standards.
11. Geography of the District and the location of District facilities.

**Ability to:**

1. Perform skilled and semi-skilled work related to the installation, inspection, maintenance, and repair of underground water lines and pump stations.
2. Perform servicing and minor maintenance on a variety of stationary and mobile equipment.
3. Respond effectively to emergency situations and troubleshooting such situations.
4. Safely using hand and power tools related to the work and driving and operation of trucks and equipment including backhoe.
5. Reading meters and gauges efficiently and recording accurate consumption information and interpret data and/or results.
6. Read maps, manuals and specifications.
7. Perform basic adjustments and troubleshooting for electrical motors and controls as assigned.
8. Prioritizing own work and using independent judgment within procedural guidelines.
9. Maintain accurate records of work performed.
10. Adapt to changing technologies and learn functionality of new equipment and systems.
11. Plan, coordinate, and organize work to meet deadlines with accuracy, thoroughness, and attention to detail.
12. Work independently and prioritize multiple tasks often under time constraints and with limited supervision.
13. Read, understand and carry out written and oral directions in a clear, concise, and consistent manner.
14. Operate a computer for the effective operations including work processing, spreadsheet, e-mail, and internet.
15. Communicate clearly and concisely both orally and in writing with District staff, co-workers, consultants and the public in one-to-one and group settings.

**Education and Experience**

Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying. All levels must have education equivalent to graduation from high school.

**Water Distribution/Treatment Operator I:** One (1) year of experience in the operation and maintenance of a water treatment/distribution system or in the electrical, plumbing or construction related fields.

**Water Distribution/Treatment Operator II:** Three (3) years of semi-skilled maintenance experience, including two (2) years in water distribution and treatment at a level equivalent to that of **Water Distribution/Treatment Operator I.**

**Water Distribution/Treatment Operator III:** Six (6) years of skilled maintenance experience, including three (3) years in water distribution and treatment at a level equivalent to that of **Water Distribution/Treatment Operator II.**

**Water Distribution/Treatment Operator IV:** Nine (9) years of skilled maintenance experience, including four (4) years in water distribution and treatment at a level equivalent to that of **Water Distribution/Treatment Operator III.**

**Certificates, Licenses, Registrations**

All levels must possess a valid California Class C driver's license issued by the California Department of Motor Vehicles with a satisfactory driving record. Possession of a valid California Class A Driver's License is preferred but not required.

**Water Distribution/Treatment Operator I:** Possess a State of California Distribution Operator D1 and Treatment Operator T1 certificate, with the ability to obtain a Treatment Grade 2 certificates within 1 year and Distribution Grade 2 within 2 years. Must also possess a backhoe certification within 1 year of employment.

**Water Distribution/Treatment Operator II:** Possess a State of California Distribution Operator D2 and Treatment Operator T2 certificate, with the ability to obtain a Treatment Grade 3 certificates within 2 years. May also possess a Class A license with air brake endorsement. Must obtain backhoe certification within one year.

**Water Distribution/Treatment Operator III:** Possess a State of California Distribution Operator D3 and Treatment Operator T3 certificate, with the ability to obtain Distribution Grade 4 and possess a Class A driver license and a backhoe certification.

**Water Distribution/Treatment Operator IV:** Possess a State of California Distribution Operator D4 and Treatment Operator T3 certificate, and possess additional certification or endorsement); i.e., Class A Drivers License, Qualified Applicators License for Pesticide Spraying, backhoe certification).

### **Physical Requirements**

1. Must possess the knowledge and mobility to work in construction and various distribution and treatment system maintenance including pump stations, hydro, pump, motor, and electrical. Physical stamina to perform system and maintenance repair work, walk and work on uneven terrain, climb and descent ladders, ability to lift, carry, push, pull and reach materials and equipment weighting up to 80 pounds.
2. Mobility to work in a standard water treatment plant, uses specialized test equipment hand and power tools instrumentation; ability to work in confined spaces and around machines; vision to read printed materials, charts and gauges and computer screens; and hearing, speech and English language skills to communicate successfully in person and over the telephone or other electronic devices.
3. May be exposed to inclement weather conditions, including working in sun, water and snow. Work may include loud noises from equipment operation, odors, dust, and potentially toxic chemicals and conditions during the normal function of duties. Use of standard office equipment such as telephones, computer, copiers, and fax machines.

### **Work Environment**

Work both indoors (generally in a typical office or warehouse setting) and outdoors are required. While performing the duties of this job outdoors, the working conditions are of a varying degree, from snow to extreme heat. Additionally, incumbents in this position will have exposure to cleaning supplies, solvents, dusts, and other outdoor environmental elements. While performing the duties of this job indoors, the working conditions are those of a typical office environment, with temperatures occasionally too warm or too cold, moderate noise levels and under lighting conditions typical of an office. Travel between District facilities will be necessarily via District vehicle for District related duties and activities.

**Additional Requirements**

1. 18 years of age.
2. Eligible to work in the United States.
3. Must be available for regular weekly on-call, emergency standby, and to be called back and work emergency overtime as required.



# Employment Application

Calaveras Public Utility District - 506 W. St. Charles - P.O. Box 666, San Andreas, CA 95249

P. (209)754-9442 F. (209)754-9432 E. info@cpud.org W. www.cpud.org

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related mental or physical disability, or any other legally protected status.

**(PLEASE PRINT)**

|  |                                      |
|--|--------------------------------------|
| Position(s) Applied For                    | Date of Application                  |
| How did you learn about us?                |                                      |
| <input type="checkbox"/> Advertisement     | <input type="checkbox"/> Friend      |
| <input type="checkbox"/> Employment Agency | <input type="checkbox"/> Relative    |
|  | <input type="checkbox"/> Walk-In     |
|  | <input type="checkbox"/> Other _____ |

|                                |            |             |
|--------------------------------|------------|-------------|
| Last Name                      | First Name | Middle Name |
| Address                        | Number     | Street      |
|                                |            | City        |
|                                |            | State       |
|                                |            | Zip         |
| Mailing Address (if different) |            |             |
| Telephone Number(s)            | Day        | Evening     |
|                                |            | Messages    |
| Email Address                  |            |             |

If you are under 18 years of age, can you provide required proof of your eligibility to work?  Yes  No

Have you ever filed an application with us before?  Yes  No  
If yes, give date \_\_\_\_\_

Have you ever been employed with us before?  Yes  No  
If yes, give date \_\_\_\_\_

Are you currently employed?  Yes  No

May we contact your present employer?  Yes  No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?  Yes  No

*Proof of citizenship or immigration status will be required upon employment.*

On what date would you be available for work? \_\_\_\_\_

Are you currently available to work:  Full Time  Part Time  Temporary

Are you currently on "lay-off" status and subject to recall?  Yes  No

Can you travel if a job requires it?  Yes  No

**- WE ARE AN EQUAL OPPORTUNITY EMPLOYER -**

# Education

| School Name, Location and Phone Number   | High School |    |    |    | Undergraduate College/University* |   |   |   | Graduate/ Professional* |   |   |   |
|--|-------------|----|----|----|-----------------------------------|---|---|---|-------------------------|---|---|---|
|  | 9           | 10 | 11 | 12 | 1                                 | 2 | 3 | 4 | 1                       | 2 | 3 | 4 |
| Describe Course of Study   |             |    |    |    |                                   |   |   |   |                         |   |   |   |
| Describe any specialized training, apprenticeship, skills and extra curricular activities      |             |    |    |    |                                   |   |   |   |                         |   |   |   |
| Describe any honors you have received  |             |    |    |    |                                   |   |   |   |                         |   |   |   |
| State any additional information you feel may be helpful to us in considering your application |             |    |    |    |                                   |   |   |   |                         |   |   |   |

\*Education beyond the requirements on the job description or not related to the job for which you are applying need not be listed.

| Indicate any languages, other than English, that you can speak, read and/or write. |        |      |      |
|--|--------|------|------|
|  | FLUENT | GOOD | FAIR |
| SPEAK  |        |      |      |
| READ   |        |      |      |
| WRITE  |        |      |      |

List professional, trade, business or civic activities and offices held.  
*You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, or handicap or other protected status:*

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# Employment Experience

Start with your present or last job. Include military service assignments and volunteer activities which relate to the job for which you are applying. You may exclude organizations which indicate race, color, religion, gender, national origin, mental or physical disability or other protected status.

**1.**

| Employer             | Dates Employed |    | Work Performed |
|----------------------|----------------|----|----------------|
|                      | From           | To |                |
| Telephone Numbers(s) |                |    |                |
| Address              |                |    |                |
| Job Title            | Supervisor     |    |                |
| Reason for Leaving   |                |    |                |

**2.**

| Employer             | Dates Employed |    | Work Performed |
|----------------------|----------------|----|----------------|
|                      | From           | To |                |
| Telephone Numbers(s) |                |    |                |
| Address              |                |    |                |
| Job Title            | Supervisor     |    |                |
| Reason for Leaving   |                |    |                |

**3.**

| Employer             | Dates Employed |    | Work Performed |
|----------------------|----------------|----|----------------|
|                      | From           | To |                |
| Telephone Numbers(s) |                |    |                |
| Address              |                |    |                |
| Job Title            | Supervisor     |    |                |
| Reason for Leaving   |                |    |                |

**4.**

| Employer             | Dates Employed |    | Work Performed |
|----------------------|----------------|----|----------------|
|                      | From           | To |                |
| Telephone Numbers(s) |                |    |                |
| Address              |                |    |                |
| Job Title            | Supervisor     |    |                |
| Reason for Leaving   |                |    |                |

If you need additional space, please continue on a separate sheet of paper.

## Special Skills and Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

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# References

Give name, address and telephone number of three business references who are not related to you.

|    | Name | Address | Telephone Number |
|----|------|---------|------------------|
| 1. |      |         |                  |
|    |      |         |                  |
| 2. |      |         |                  |
|    |      |         |                  |
| 3. |      |         |                  |
|    |      |         |                  |

Do you have the physical and mental ability to perform the tasks on the **attached** job description, with or without accommodation?

Yes  No

*(If accommodation is necessary, please describe below)*

# Applicant's Statement

- I certify that answers given herein are true and complete to the best of my knowledge.
- I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand and acknowledge that the policy of the CPUD is such that the existence of a criminal conviction will not necessarily disqualify my application for employment.
- I understand that if offered employment, the offer may be contingent on passing a pre-employment alcohol and drug screen, pre-employment physical, and criminal background check and voluntarily agree to submit to these procedures. I also understand that I will be required to submit proof of my identity and legal right to work in the United States on my first day of employment.
- If the position applied for requires driving in the course of work, I understand that I will be required to possess a current and valid California driver's license and understand that I will be required to provide a copy of my official driving record and proof of insurance.
- This application for employment shall be considered active for a period of time not to exceed 90 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.
- I understand and hereby acknowledge that any employment relationship with CPUD is of an "at will" nature, which means that the employee may resign at any time and the CPUD may discharge the employee at any time with or without cause. I also understand that this "at will" employment relationship may not be changed by any written document or by conduct, unless such change is specifically acknowledged in writing by an authorized executive of the CPUD.
- In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the CPUD.
- Should a search of public records (including records documenting an arrest, indictment, conviction, civil judicial action, tax lien or outstanding judgment) be conducted by internal personnel employed by the CPUD, I am entitled to copies of any such records obtained, unless I mark the checked box below. If I am not hired as a result of such information, I am entitled to a copy of any such records even though I have checked the box below.

I waive receipt of a copy of any public record described in the paragraph above.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_