JOB DESCRIPTION

Water Operations Technician I Flex
Water Operations Technician II
Code Number: 32024, 32025

GENERAL PURPOSE

Under general supervision, carries out a variety of technical tasks combined with skilled and semi-skilled field activities in support of the District’s water operations and groundwater recharge efforts; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Water Operations Technician I Flex is the entry level class in this series. Initially under close supervision, incumbents perform the more routine duties while learning District policies and procedures and becoming familiar with the variety of duties to support the District’s water operations, including operation and maintenance of recharge ponds and related facilities and programs. This class is alternately staffed with Water Operations Technician II, and incumbents may advance to the higher level after gaining experience and demonstrating proficiency which meet the qualifications of the higher level.

Water Operations Technician II is the experienced/journey level class in the series, fully competent to independently perform duties. This class is distinguished from the lower classification of Water Operations Technician I by the relative independence with which duties are performed.

Employees in this classification are subject to on-call, which may include rotating-duty schedule, weekends and 24-hour emergency call out with little or no notice. Any employee designated to serve on-call who repeatedly refuses to serve on-call, or report for emergencies, shall be subject to disciplinary action up to and including discharge.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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 this class.

Performs a variety of skilled duties involved in the inspection, diagnosis, troubleshooting, and maintenance of the water distribution system as related to

FLSA DETERMINATION: Non-exempt.
pumping, valve settings, valve exercising, and operation and maintenance of recharge ponds.

Collects technical data for the District’s water operations and recharge operations; monitors and maintains recharge pond water levels, flows, and operational response.

Gathers required field data and installs necessary facilities and structures to support the development and maintenance of effective recharge pond operations; contributes to the District-wide water resources database; conducts surface flow measurements, percolation testing, water quality testing and other relevant information related to water operations.

Performs basic surveying with global positioning system to update and maintain accurate maps of District’s recharge ponds.

Assists on special construction projects including the design, rebuilding, and maintaining of imported water recharge facilities and surface water diversion facilities.

Performs related duties as assigned.

**DESIRED MINIMUM QUALIFICATIONS**

**Knowledge of:**

Principles of field program implementation including applicable environmental and water quality standards and state and federal regulations related to groundwater monitoring; principles of operational hydrology; recharge pond construction and operation, water quality sampling techniques and analysis; quality control practices for water sampling; hydraulics; distributional piping and pumping systems; water distribution systems; pump design and operation; writing and communication skills; word processing and spreadsheet computer applications.

**Ability to:**

Conduct groundwater data collection with a high degree of accuracy; understand water quality laws and regulations; accurately collect and compile data; troubleshoot sampling and pumping equipment; use surveying transit and GPS hardware/software; percolation, aquifer, and storm water testing; operate various electronic data collecting devices; establish and maintain effective working relationships with those contacted in the course of work; follow and apply written and oral work instructions; communicate effectively, orally and in writing; make sound

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independent judgments within established guidelines; operate heavy equipment and machinery.

**Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D equivalent and two years of responsible experience in construction or public works, preferably performing water operations and heavy equipment operations; or an equivalent combination of training and experience.

A Water Operations Technician I may be considered for advancement to Water Operations Technician II after demonstrating proficiency to perform the full range of duties of the latter class and obtaining a Grade II Water Distribution certificate within 15 months of hire into the Water Operations Technician II classification.

Typically, a Water Operations Technician I is expected to be capable of meeting the proficiency criteria within a 12-24 month period, depending on an individual's prior experience and progression in performing the full range of Water Operations Technician II duties.

**Licenses; Certificates; Special Requirements:**

A valid California driver’s license, Class A, is required and the ability to maintain insurability under the District’s Vehicle Insurance Policy. All District employees required to possess a valid Class A driver’s license for the performance of their duties shall be subject to random drug and alcohol testing pursuant to District policy and federal law.


**PHYSICAL AND MENTAL DEMANDS**

**FLSA DETERMINATION:** Non-exempt.
The physical and mental demands described here are representative of those that must be met by an employee 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 class, employees are regularly required to sit, stand and walk; talk or hear by telephone and in person; smell; use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands or arms.

Specific vision abilities required by this job include close vision, distance vision, the ability to distinguish basic colors and shades, depth perception and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use oral and written communications skills; perform detailed and precise work; read documents or instructions; analyze and solve problems; observe and interpret data or information; use math and mathematical reasoning; learn and apply new information or skills; perform detailed and precise work; and meet time-sensitive deadlines.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the employee is frequently exposed to outdoor weather conditions.

FLSA DETERMINATION: Non-exempt.
FLEX REQUIREMENTS
Water Operations Technician I (Flex)
Water Operations Technician II

LENGTH OF TIME REQUIRED

A Water Operations Technician I may advance or “flex” to the Water Operations Technician II class after **12-24 months** of job related experience.

PERFORMANCE RATING

The incumbents must receive an overall performance rating of “Meets Expectations” or better on their most recent annual performance evaluation in order to flex to the higher class.

COMMENTS

The Water Operations Technician I must also demonstrate proficiency to perform the full range of duties as described in the Water Operations Technician I/II job description. This includes demonstrating knowledge and proficiency associated with recharge pond operations and maintenance.

A State of California Water Distribution Operator Certificate, Grade II, is required. Candidates who meet proficiency requirements and are currently in possession of a State of California Water Distribution Operator Certificate, Grade I, at time of flex into this classification shall be granted 15 months to obtain a State of California Water Distribution Operator Certificate, Grade II.

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