

**J O B   D E S C R I P T I O N :**  
**W A T E R   O P E R A T O R**

**Overview**

The Water System Operator is responsible under general supervision of Chief of Operations for all aspects of operation, safekeeping, maintenance, and protection of the water system, including collection system, transmission system, treatment system and water quality assurance, finished-water storage system, and distribution system.

**Lines of Authority**

- The Water System Operator reports to the Chief of Operations

**Performance Reviews**

- Reviewed by Chief of Operations in consultation with the District Administrator.

**Qualifications**

1. Familiarity with water quality requirements mandated by State statutes and regulatory agencies.
2. Ability to read and interpret contracts, engineering drawings and specifications, equipment operation manuals, technical documents, etc.
3. Construction skills, including knowledge of piping, plumbing, electrical, mechanical, automotive, carpentry, excavation, trenching, etc.
4. Must receive at least a Grade 2 Water Treatment Operator certificate issued by the State Water Resources Control Board (SWRCB) within 18 months of date of hire. In addition, must also receive a Grade 2 Distribution Operator certificate issued by the SWRCB within 24 months of the date of hire.
5. Be physically able and willing to perform heavy labor in plant maintenance, construction, and field operations.
6. Hold valid California driver's license and be eligible to drive water system vehicles as provided under the District's Vehicle and Driver Safety Program.
7. Be on-call at all times for emergencies (West Marin resident preferred).
8. Be capable of maintaining effective relationships with customers, other public agencies, vendors, contractors, co-workers, and the general public.

**Principal Responsibilities**

1. Tasks assigned by Chief of Operations.
2. When serving as Duty Operator, oversee and be responsible for the proper functioning of all aspects of water system operations, including maintaining the water system and water quality in continuous compliance with District and regulatory agency water quality requirements and objectives.
3. When serving as Duty Operator, be able to make decisions addressing the following operational activities:
  - (a) Install, tap, re-line, disinfect, test and connect water mains and appurtenances.
  - (b) Shutdown, repair, disinfect and test broken water mains.
  - (c) Oversee the flushing, cleaning, and pigging of existing water mains.
  - (d) Pull, reset, rehabilitate, disinfect and test domestic water wells.
  - (e) Stand-by emergency response duties for distribution system operational emergencies.
  - (f) Drain, clean, disinfect, and maintain distribution reservoirs.
4. Operate pumps and related flow and pressure control and storage facilities manually or by using a system control and data acquisition (SCADA) system.

5. Maintain and/or adjust system flow and pressure requirements, control flows to meet consumer demands including fire flow demands and minimum pressure requirements.
6. Determine and control proper chemical dosage rates for wellhead disinfection and distribution residual maintenance.
7. Investigate water quality problems with distribution system.
8. Continuous maintenance of water quality, including sampling, testing, treatment, and record keeping.
9. Meter reading.
10. Source protection; maintenance of watershed.
11. Maintenance and safe operation of water system vehicles in accordance with the District's Vehicle and Driver Safety Program.
12. When serving as Duty Operator, enforcement of District regulations and policies concerning water service to customers.
13. When serving as Duty Operator, supervision of lower level water system employees.
14. When serving as Duty Operator, scheduling of operation/use of water system facilities (treatment plants, source intakes and wells).
15. Observe safety rules; enforce safety rules while serving as Duty Operator.
16. Be responsible while serving as Duty Operator for continuous maintenance of water quality, including sampling, testing, treatment, record keeping, reporting.
17. Be responsible while serving as Duty Operator for maintenance of logs and reports.
18. Be responsible while serving as Duty Operator for safe operation of water system vehicles.
19. Customer and public interactions shall be brought to the attention of the Water System Superintendent.

#### **Caveats**

The work may require exposure to conditions that may be hazardous or unpleasant.

#### **Level and Benefits**

- Water Operator may a part-time non-exempt hourly position.
  - ❖ If average number of hours worked per week equals or exceeds 20 hours, entitled to vacation days as described in the most recent edition of IPUD's *Employee Handbook*.
  - ❖ If average number of hours worked per week equals or exceeds 20 hours, entitled to participation in District's PERS retirement plan.
  - ❖ If average number of hours worked per week equals or exceeds 20 hours, entitled to participation in District's health insurance plan.

When serving as Duty Operator and with permission of Water System Superintendent, entitled to take District vehicle home for immediate response to after-hours problems or emergencies.