

# CASTROVILLE COMMUNITY SERVICES DISTRICT

## System Operator I/II JOB DESCRIPTION

January 2025

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### Definition

Under direct and general supervision, learns and performs a variety of semi-skilled and skilled work in support of all District water treatment, distribution, and wastewater collection system installation, inspection, preventive and corrective maintenance and repair activities; assists in performing underground televised wastewater collection main inspection and hydro-jetting of wastewater collection lines; assists in inspecting and performing preventive maintenance, servicing and mechanical repair of potable water booster pump stations, wastewater lift stations and mobile equipment; performs related work as required.

### Supervision Received and Exercised

Direct supervision and training is given by the Operations Lead as needed. General supervision is given by the General Manager. No direct supervision of staff is exercised.

**Class Characteristics System Operator I** is the entry-level class into this operations and maintenance class series. Initially under close supervision, incumbents with basic maintenance experience learn District systems and facilities, use of tools and equipment and a wide variety of practices and procedures. As experience is gained, assignments become more varied and are performed with greater independence. Assignments may vary with the skill and training of the incumbent; however, all employees are cross-trained in all assignments and the use of all equipment. Incumbents will be assigned to roving maintenance crews to be trained in water distribution and wastewater collection systems maintenance in all locations of the District. This class is alternately staffed with System Operator II and incumbents may advance to the higher level after gaining the knowledge, skills, experience, licenses and certifications which meet the qualifications of the higher-level class and after demonstrating the ability to perform the work of the higher-level class.

**System Operator II** is the experienced-level class, capable of performing a wide variety of independent work to ensure that District systems and facilities are maintained in a safe and effective working condition. Responsibilities include performing work in all maintenance areas, depending upon the immediate needs of the District. This may include water treatment, distribution and wastewater collection systems maintenance in all locations of the District. While incumbents may possess craft or journey-level skills in one or more areas of activity, all are expected to be able to perform basic maintenance and repair in all areas of assignment. This class is distinguished from the Lead Operator, by the latter's lead, special assignment and advanced training and certification requirements.

## **Examples of Duties (Illustrative Only)**

### **When performing the wastewater collection systems assignment:**

- Inspects underground wastewater collection mains, manholes, and associated appurtenances using closed-circuit television equipment to locate leaks, breaks, infiltration and the buildup of dirt, debris, roots and other materials on a scheduled preventive maintenance basis
- Installs, maintains and repairs wastewater collection mains
- Operates hydro-cleaning equipment to clean and flush wastewater collection lines on a scheduled or emergency basis
- Services and maintains mobile equipment in a clean and orderly condition; makes minor repairs as needed; may service and repair television inspection and specialty hydro-cleaning equipment
- Inspects lift stations on a scheduled basis; reads and records flow meters and gauges; performs servicing and repair of pumps, motors, valves and other mechanical and electrical equipment.

### **When performing the water distribution systems assignment:**

- Inspects underground water mains and service laterals and associated appurtenances to locate leaks, and breaks
- Installs potable water pipelines, fittings, valves and fire hydrants; taps and repairs water service lines
- Services and maintains mobile equipment in a clean and orderly condition; makes repairs as needed
- Inspects pumping stations on a scheduled basis; reads and records flow meters and gauges; performs servicing and repair of pumps, motors, valves and other mechanical and electrical equipment.
- Learns and performs chlorination of the water distribution system and the maintenance of chlorination equipment
- Learns and performs sampling of the water distribution system and may perform routine chemical and physical tests
- Repairs, replaces and may read water meters
- May learn and perform water desalination plant operations and operation of water treatment and distribution control equipment such as telemetry controls, chemical feeders, chlorinators and hypochlorite generators
- Contacts the public to inform them of activities and shut-downs; explains applicable rules and regulations

### **When performing all assignments:**

- Completes work orders initiated by customer service staff or assigned by supervisor according to customer complaints and emergency calls for service; uses inspection equipment to identify causes; and assists in mitigating overflow spills and damage as required.
- Operates heavy equipment and vehicles such as backhoe, vactor/jetter, dump truck, forklift, lift truck and hydro-cleaning equipment
- Sets up traffic control and safety equipment when using vehicles on a street or other roadway; uses safety equipment and observes all safety procedures as specified by the District

- Notifies supervisor of the need for repair or additional maintenance as found during routine inspection and cleaning activities; prepares work orders or notes service requirements
- Ensures that adequate materials and supplies are available for maintenance and repair work
- Marks the location of underground water and wastewater collection lines in response to USA requests
- Maintains accurate records of work performed
- May maintain external District premises including weeding, painting, basic carpentry and other tasks as assigned

## **Qualifications**

### **Knowledge of:**

- Principles, practices, tools, equipment and supplies required to maintain and repair water treatment and distribution and/or wastewater collection systems, including underground water and wastewater collection mains, manholes and pump/lift stations
- The operation, cleaning and preventive maintenance of water treatment, distribution facilities and equipment
- Basic principles and practices of mobile equipment servicing and repair
- Tools and equipment required for the work
- Basic safety practices related to the work, including confined space entry
- Applicable laws, codes and regulations
- Basic computer applications related to the work
- Techniques for providing a high level of customer service to the public and District staff, in person and over the telephone.

### **Skill in:**

- Performing skilled and semi-skilled work related to the installation, inspection, maintenance and repair of underground water distribution and wastewater collection lines and pump and lift stations
- Operating, maintaining and repairing water desalination and distribution facilities and equipment
- Performing servicing and minor maintenance on a variety of stationary and mobile equipment
- Responding effectively to emergency situations and troubleshooting such situations
- Safely using hand and power tools related to the work and driving and operating trucks and hydrovactor equipment
- Interpreting and explaining laws, regulations, policies and procedures
- Making accurate mathematical calculations
- Reading maps, manuals and specifications
- Prioritizing own work and using independent judgment within procedural guidelines. Maintaining accurate records of work performed
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

**Education/Experience:**

**System Operator I:**

Equivalent to graduation from high school and a course of specialized training covering the fundamentals of water supply principles.

**System Operator II:** Equivalent to graduation from high school with specialized coursework or training in a technical field that includes the fundamentals of water supply principles and two years of experience in water distribution and wastewater collection systems at a level equivalent to that of a CCSD System Operator II.

Associate of Arts or Science degree from an accredited college with specialized coursework in a technical field that may include physical, chemical or biological science.

**Licenses and Certificates:**

**System Operator I:** Must possess and maintain a valid California class C driver's licenses and have a satisfactory driving record. Must obtain within the probationary period a valid California class B driver's license (and continue to maintain). The following certifications must be obtained within 36 months of appointment date: CA State Water Resources Control Board Division of Drinking Water, Distribution Operator Grade I, CA State Water Resources Control Board Division of Drinking Water, Treatment Operator Grade I, California Water Environment Association Collection System Maintenance Grade I.

**System Operator II:** Must possess and maintain a valid California class B and C driver's licenses and have a satisfactory driving record. The following certifications are required at time of appointment: CA State Water Resources Control Board Division of Drinking Water Distribution Operator Grade II, CA State Water Resources Control Board Division of Drinking Water Treatment Operator Grade II, California Water Environment Association Collection System Maintenance Grade II, In order to be eligible for promotion from the System Operator I to the System Operator II, employees must be in possession of all the listed Grade I and Grade II certifications.

**Physical Demands**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; mobility to inspect various water distribution and wastewater collection system and pumping/lift station sites; physical stamina to perform system and maintenance repair work, work on uneven terrain and lift and carry equipment and materials weighing up to 50 pounds; vision to read printed materials and a computer screen and hearing and speech to communicate in person, over the telephone and a two-way radio.

**Other Requirements:**

Must be willing and normally available for responding to off-hours emergency situations at all times. This position will require participation in the On-call rotation and will be eligible for On-call pay and overtime compensation policies of the District. The work requires outside exposure to all weather conditions with dust, noise, traffic, some potentially hazardous materials and electrical or heavy equipment.

FLSA Status: Non-exempt eligible for overtime

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**I have reviewed this Job Description with my Supervisor and agree with its contents.**

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Employee Signature

Date

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Supervisor Signature

Date