

WEST KERN WATER DISTRICT

JOB DESCRIPTION

- **JOB TITLE:** **OPERATOR**
- **DEPARTMENT:** **OPERATIONS - PRODUCTION**
- **REPORTS TO:** **PRODUCTION ADMINISTRATOR**

■ **MISSION**

Inspect, monitor and service equipment necessary to maintain a safe and adequate water supply throughout the District's distribution system.

■ **DUTIES**

Under general supervision is responsible for a variety of tasks which include:

- * Coordinate and maintain inspection and maintenance of pump station facilities and grounds, chlorination facilities, related equipment and standby emergency systems.
- * Maintain inspection records and complete necessary paperwork.
- * Record pressure readings, meter readings, and storage levels including report preparation.
- * Clean pump stations, grounds, and equipment.
- * Perform minor maintenance and repair of pumping facilities and equipment.
- * Regulate source of supply by utilizing computerized telemetering system to maintain adequate water supply throughout distribution system.
- * Assists in the installation and/or removal of pumps, motors, chlorination equipment, electrical apparatus, or telemetry as needed.
- * Assist with special projects and perform other duties as assigned.

■ **QUALIFICATIONS**

- * Knowledge of principles, methods, and techniques of equipment, tools, materials and terminology used in the day-to-day operation and maintenance of gas engines, pumps, chlorination, and related equipment.
- * Ability to prepare and maintain records and make reports.
- * Ability to ensure timely and accurate completion of preventive maintenance and inspection activities.
- * Possess ability to operate computerized applications.
- * Ability to understand and follow oral and written directions of a technical nature.
- * Possess mechanical and electrical aptitude.
- * Ability to accurately read meters, gauges, and charts and record readings.
- * Ability to work independently; organize and prioritize to meet deadlines.
- * Ability to exert moderate physical effort, typically involving some combination of lifting, carrying, pushing, pulling, climbing, balancing, stooping, and kneeling.
- * Ability to operate motorized vehicle for extended periods of time.
- * Ability to follow safe practices and procedures.
- * Ability to establish and maintain effective working relationships with District employees and the public.
- * Willingness to work irregular hours in periods of emergency and heavy work load.

■ **EDUCATION AND EXPERIENCE**

Possession of the following:

- * High school diploma or G.E.D. equivalent.
- * One (1) year experience in repair and maintenance of industrial natural gas engines or one (1) year experience with a water utility organization.
- * Valid California DHS Grade D1 Water Distribution Certificate and Grade T1 Water Treatment Certificate, or the ability to obtain the same within a 3 consecutive testing opportunities time period.
- * Valid Class A California driver's license.
- * Must be insurable as a driver by the District's insurance carrier at all times. Should the District's insurance carrier at any time refuse to insure the employee, such refusal may be grounds for termination.

■ **SALARY RANGE**

\$4,556.14 - \$6,925.12 per month

THIS CLASS SPECIFICATION IS INTENDED TO BE SUFFICIENT MERELY TO IDENTIFY THE CLASS AND BE ILLUSTRATIVE OF THE DUTIES THAT MAY BE ASSIGNED. IT SHOULD NOT BE INTERPRETED TO DESCRIBE ALL OF THE DUTIES AN EMPLOYEE ASSIGNED TO THIS CLASS MAY BE REQUIRED TO PERFORM.