

## CITY OF HOLTVILLE

### WATER TREATMENT PLANT OPERATOR I

#### DEFINITION

This position, under general supervision, is responsible for assisting in the operation and maintenance of facilities for the processing, treatment, storage, and distribution of potable water; including work involved in reading, recording readings, replacing and doing maintenance on water meters; installation and repair of service connections and related facilities; other work as required.

#### SUPERVISION RECEIVED AND EXERCISED

Supervision is provided by the Water Treatment Plant Operator III, with general administrative direction provided by the Director of Public Works or his/her designee.

#### EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

Performs routine operations and maintenance tasks;

Assists with the maintenance of pumping machinery, engines, motors and pumps;

Cleans and replaces filters; lubricates pumps and motors; assists in overhaul of pumps, meters, and controls;

Maintains records of chlorine and turbidity;

Under guidance, adds chlorine and other chemicals to system;

Inspects water meters; installs and repairs meters, valves and water hydrants;

Performs repair work on meter breaks;

Completes turn-offs on delinquent accounts;

Replaces meter boxes;

Assists in recording all required readings, logs and records;

Reads and records meter readings;

Assists in monitoring reservoir operation and maintenance;

Maintains dual media filter operations;

Uses a variety of hand tools and power tools, such as pipe cutter;

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Responds to emergencies when off duty and performs emergency repairs;

Follows all applicable safety rules and regulations;

Provides support on public works crew and may supervise a crew as assigned;

Serves on call twenty four hours a day to respond to emergencies at the water plant or in connection with the water system.

QUALIFICATIONS

Knowledge of:

Operation and maintenance of pumps, motors and controls of water treatment plant; methods, tools and materials used in the installation of water meters and related facilities; requirements for the accurate reading and recording of logs; repair of water meters.

Ability to:

Follow oral and written instructions; establish and maintain relationships with others and deal effectively with the public.

Experience and Education

Experience:

None required.

Education:

Equivalent to a high school diploma, with specialized training in water treatment as provided by the State of California Department of Health Services.

LICENSE AND CERTIFICATES

Possession of a valid Class III California driver's license.

Possession of a Grade I Water Treatment Plant Certificate issued by the State of California Department of Health Services.

Approved by the City Council:

January 12, 1998  
Date