



## Hidden Valley Lake Community Services District

### Operator -In-Training Job Status: Non-Exempt

This class description is only intended to present a summary of the range of duties and responsibilities associated with the positions. Descriptions **may not include** all duties performed by individuals within the class. In addition, descriptions outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

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#### **DEFINITION:**

This is the entry-level non-certified class in the Utility Operator series. Performs a variety of skilled and unskilled duties pertaining to the construction, repair and maintenance of water distribution and sanitary sewer collection systems; maintains District facilities; installs, maintains, and repairs water service lines and meters under the guidance of a certified Water Operator; operates a variety of light and moderately heavy equipment.

#### **SUPERVISION RECEIVED/EXERCISED:**

Receives general supervision from Utility Supervisor.

#### **ESSENTIAL FUNCTIONS:** *(but are not limited to the following)*

- Perform daily monitoring of tank levels, well production, and pump performance.
- Respond to routine service orders.
- Read residential and commercial water meters.
- Assist a Certified Water Operator with connection and disconnection of water services/meters for residential and commercial customers.
- Assist a Certified Operator with the repair and maintenance of water treatment and distribution system, sewer collection and treatment systems or independently repair and maintain District facilities, and vehicles.
- Perform heavy manual labor using jackhammers, shovels, picks, and pry bars.
- Recognize and respond to variations in operating conditions.
- Assist Certified Operators with dig-ups and other semi-technical projects.
- Respond to District after-hour emergencies and participate in on-call customer service rotation.

#### **PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

*The essential functions of this position may require the employee to perform the following physical activities. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.*

While performing the duties of this job, the employee is regularly required to use the senses of smell to sense the onset of odors such as chlorine and hydrogen sulfide, touch-noticing temperature differences, hear frequency differences in pumps and motors or have a means to accommodate for such variances. The employee is frequently required to stand, walk, sit, and use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl. The employee is occasionally required to taste and/or smell as indicators of industry conditions.

The employee must frequently lift and/or move up to 50 pounds. The position requires the use of close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus or have corrective lenses to compensate for vision issues. (Contact lenses are not allowed when working with or near items such as chlorine gas or biological material.)

**Environmental Factors:**

*The environmental conditions described here are representative of those an employee may encounter while performing the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.*

While performing the duties of this job, the employee frequently works outdoors and is frequently exposed to hot, cold, and wet conditions. The employee occasionally works near moving mechanical parts, in high and/or precarious places, and is occasionally exposed to extreme cold, extreme heat, vibration, and risk of electrical shock.

This position is normally exposed to moderate noise levels; infrequently, the employee may be exposed to excessive noise.

**QUALIFICATIONS:**

*The following are minimal qualifications necessary for entry into the classification.*

A high school diploma or equivalent and any combination of training and experience which would likely provide the required knowledge and ability are required.

Experience in water distribution, water treatment, wastewater collection or wastewater treatment maintenance and repair is preferred, however, experience as a general laborer in the field of electrical, plumbing, or general contraction will be considered as well.

**Education and/or Experience**

**Licenses/Certificates Requirement(s):**

- A valid California driver’s license and satisfactory driving record to maintain insurability is required.
- Possession of a Wastewater Operator in Training Certification from the State Water Resources Control Board within six months.

**KNOWLEDGE/SKILLS/ABILITIES:**

*The following is a representative sample of the KSA’s necessary to perform essential duties of the position.*

**Knowledge of:**

- Use basic hand tools.
- Perform strenuous manual labor.
- Comprehend, speak, read and write the English language.
- Follow written and oral instructions.
- Establish and maintain cooperative working relationships with staff, management, and the general public.

**Ability to:**

Perform a variety of skilled maintenance, repair, treatment, distribution, and operations work of water, sewer collection/treatment and recycled water distribution systems.

**Must be able to respond to after-hours emergencies within 30 minutes.**

**Other Duties:**

Perform other related duties as required.