

Helendale Community Services District  
**Job Description**  
JOB TITLE: Water System Operator II

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EXEMPT:	No	SALARY LEVEL:	80 (\$21.68-\$27.75)
DEPARTMENT:	Field	APPROVED:	
REPORTS TO:	Water Operations Mgr		

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**SUMMARY:** Responsible for assisting and performing semiskilled to skilled manual labor in the maintenance, construction and repair of the water system with minimal supervision.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include, but are not limited to, the following:

**SYSTEM OPERATION, MAINTENANCE AND REPAIR:** Conducts daily inspections and records readings of District facilities. Conducts monthly reservoir inspections and well sounding levels manually and with pressure transducers. Assists in the maintenance of well sites, buildings and related appurtenances. Evaluates chlorine residuals and makes adjustments as needed. Performs maintenance to District facilities and pipeline appurtenances, including pump and water line repair. Repairs or replaces water lines, valves, and fire hydrants. Exercises valves and flushes fire hydrants. Repairs and/or replace screens, vents, and fences at all sites. Takes water quality samples throughout the system, including wells and reservoir sites. Responds to system/customer emergencies. Maintains and makes adjustments to production facilities. Manually turns pumps on and off, opens and closes valves. Transports materials, tools and equipment; loads and unloads parts and materials. System maintenance including: painting, weed control, cleaning, degreasing, cuts, clears away, and loads weeds and debris on District properties; maintains shop and office facilities. Delineates and calls in underground service dig alerts. Perform temporary asphalt repairs. Required to assist with maintenance of wells, reservoirs. Performs meter maintenance and meter reading as needed. May be required to assist other departments in various duties. Other duties may be assigned. Performed minor electrical repairs and checks electrical status on high voltage systems.

**VEHICLES/EQUIPMENT:** May operate service truck, dump truck, water truck, road broom, motor graders, and/or backhoe. Employee must perform daily checks of vehicles, will perform preventive maintenance to vehicles and equipment as recommended by the manufacturer; diagnose and repair minor breakdowns; removing, disassembling, repairing, medium/heavy equipment as directed. Operates air compressors, jackhammers, generators, trenchers, compactors, etc.

**CONSTRUCTION:** Installs water lines, fire hydrants, meters; potholes existing

lines; digs trenches by hand.

**EQUIPMENT:** The Water System Operator shall be responsible for proper preparation, use and care of equipment and tools assigned to his/her function. Such equipment shall include, but is not limited to, trucks, tractors, power and hand tools and other electrical and mechanical equipment as well as expendable supplies.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION and/or EXPERIENCE:** High school diploma or general education degree (GED), and one to three years related experience and/or training, or equivalent combination of education and experience. Must be computer literate and be capable of operating a computer for word processing, spreadsheets, etc.

**LANGUAGE SKILLS:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively to customers and employees of organization.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**CERTIFICATES, LICENSES, REGISTRATIONS AND/OR TRAINING:** Employee must maintain the following current, valid certificates, licenses, registrations:

California Class C Driver's License without restrictions  
California Department of Public Health Grade II Water Distribution Certification  
California Department of Public Health Grade II Water Treatment Certification  
Desired: Welding Fabrication/Pipe Fitting class (with a grade of B or higher)

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand, walk, use hands to finger, handle or feel objects, tools, or controls; reach with hands/arms, stoop, kneel, crouch, or crawl, and talk or hear. The employee is frequently required to sit, climb or balance. The employee must regularly lift and/or move up to 50

pounds, and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions. While performing the duties of this job, the employee regularly works in outside weather conditions and is regularly exposed to extreme heat and cold and airborne particles due to frequent moderate to high wind conditions. The employee frequently works in high, precarious places. The employee occasionally works near moving mechanical parts and is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate. Ability to work days/nights, weekends, holidays, etc. as needed.

**STANDBY:** Water System Operators are required to perform water system stand-by duty and must respond within 60 minutes.

**COMMENTS:** Must read and comply with the District's Employee Personnel Manual and all policies and procedures.