



Job Code: 0452  
FLSA: NE  
Unit: PCEA  
Revised:

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## UTILITIES SYSTEM OPERATOR I

### DEFINITION

This is an entry-level Operator classification. Under supervision and through training and experience employees in this classification are assigned increasingly more responsible duties in the operation and maintenance of the City's water, sewer and storm drain systems.

Utilities System Operator I's are assigned on a rotating basis to the following crews:

- A. Water or sewer pump station crew which daily checks pump stations and well operations in the respective system. This crew makes flow changes, takes readings, adjusts chemicals and performs routine maintenance.
- B. Distribution or collections crew, these crews work with Maintenance Assistants to perform water or sewer main repairs, main disinfection, meter sets and sewer main video work.
- C. Level I operators may work with a level II or Lead Operator to maintain the computerized SCADA control system and may be assigned to work independently on a variety of work.

This classification may rotate through 24 hour standby duty once adequate experienced is gained.

### SUPERVISION RECEIVED/EXERCISED

Receives immediate supervision from Lead Utilities System Operators. Direction may be received from Utilities System Operator IIs. May oversee work of Maintenance Assistants in the field.

### TYPICAL DUTIES

1. Assists in the repair of water and sewer mains and water services, taps mains and may install pipe.
2. Checks and maintains the daily operation of water or sewer pump stations and wells.
3. Performs maintenance duties such as installing, lubricating, packing, replacing and repairing pumps, motors, valves, and meters and ancillary equipment.
4. Works with and on telemetry equipment used for monitoring water and sewer systems.
5. Operates and maintains trucks, backhoes, compressors and other power equipment.
6. Performs laboratory analysis on water and sewer samples.
7. Responds to customer inquiries and complaints about water quality, pressure problems, sewer back ups, and leaks.

## **CITY OF PLEASANTON**

### **Utilities System Operator I – Page 2**

8. Marks streets or the ground to identify underground water and sewer pipes using maps and blueprints.
9. Works with chemicals such as chlorine.
10. Performs flushing duties on the water distribution system.
11. Assists sewer inspection crew in using television pipeline inspection equipment.
12. Cleans and removes stoppages in sewer lines by operating sewer equipment such as a hydroflusher or vactor truck.
13. Records readings on flow meters, psi gauges and various equipment routinely.
14. Operates computerized controlled equipment.
15. Performs other duties as assigned.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

1. Basic flow mechanics to calculate flows, volumes and dosages.
2. Common safety procedures for working in confined or hazardous environments and for working with chemicals.
3. Pump and motor parts, valving and operation of pump maintenance, repairs and troubleshooting.
4. Basic plumbing materials and procedures.

#### **Skill to:**

1. Read and understand materials such as safety manuals, operating manuals, equipment manuals, work orders, and complaint forms.
2. Read and use basic blueprints, maps and schematic diagrams.
3. Communicate effectively and courteously with supervisors, co-workers and the public.
4. Follow written and oral instructions.
5. Write legibly to fill out time cards, reports and forms and use basic English to complete simple forms.
6. Add, subtract, multiply and divide to calculate volumes and dose chemicals.
7. Appropriately select and operate power tools for required work.
8. Independently lift and move materials weighing up to 65 pounds and with assistance up to 100 pounds.
9. Safely operate heavy equipment such as a backhoe, skip loader and crane.
10. Perform physical labor throughout the workday, involving standing for extended periods of time, stooping, working in cramped areas and on uneven surfaces.

**CITY OF PLEASANTON**  
**Utilities System Operator I – Page 3**

11. Work effectively as part of a crew or independently when necessary.
12. Remain alert and focused on duties and be conscious of potential hazards in order to maintain a safe working environment.
13. Work safely with and around chemicals on a daily basis.
14. Possess basic computer skills.
15. Communicate effectively on a two-way radio system.

**Education and Experience:**

Any equivalent combination of training and experience that would provide the knowledge, skills and abilities required to perform the essential duties of the job.

**License/Certification:**

1. Possession of a valid class C California driver's license.
2. State of California Grade I water distribution license is required.
3. State of California Grade I water treatment license is required within two years of hire.
4. Grade I CWEA sewer collection certificate is highly desirable.
5. Ability to obtain a Class A license within one year from date of hire.

**Other Requirements:**

1. Work outside routinely in various weather conditions and in construction zones with dust and pollens.
2. Work with and near chemicals such as chlorine, hydrofluorasilic acid and in the vicinity of high voltage wires, high-pressure gas, water and sewer mains, and toxic gas.
3. Wear work uniform and safety equipment provided by the City.
4. Climb ladders and tanks up to 35 feet in height.
5. Work in and around manholes and pipes.
6. Must be able to respond to emergency call outs in 30 minutes or less during standby duties.