

**Sunnyslope County Water District**  
**Water & Wastewater Utility Maintenance**  
**Job Description**

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**DEFINITION**

Under general supervision, perform activities in operation and maintenance in the water and wastewater collection system, operations and maintenance for surface water treatment plant and groundwater treatment facilities, operations and maintenance for wastewater treatment plant and pond systems, related facilities, and assigned work of the Sunnyslope County Water District. Perform routine laboratory tests, wide variety of skilled tasks in operation, maintenance and servicing of machinery and equipment for a surface water treatment plant. Prepares variety of water reports for regulatory agencies and in-house reporting requirements. Perform related duties and responsibilities as assigned.

**EXAMPLES OF IMPORTANT AND TYPICAL DUTIES**

- Install, repair, replace, and maintain the following with proper tools and equipment:
  - Water – water services, fire hydrant, motor, pumps, valves, chlorinating equipment, treatment process, well sites, tank level gauges, piping pertaining to water distribution, and related system equipment.
  - Wastewater – sewer collection systems, sewer liftstations, manholes and cover, collect samples, monitor flows, and related system equipment.
- Perform water/wastewater treatment plant inspections, monitoring, documenting plant operations by reading plant equipment gauges, dials, graphs, and other instrumentation.
- Maintain, compile, and update accurate treatment plant operations logs and reports.
- Perform and record mathematical calculations related to treatment plant operational activities.
- Operate, maintain, and adjust water/wastewater treatment plant pumps, motors, valves, electronic monitoring devices, chemical feeders, filter maintenance, backwashing, and other treatment equipment to maintain plant operations.
- Safely load and unload materials and supplies including chlorine and other hazardous treatment chemicals.
- Safely mix and add treatment chemicals according to standards, regulations, and specifications.
- General upkeep of: plant, pump stations, buildings, grounds, and vehicles.
- Reads meters, groundwater level, and maintains records.
- Receive work order requests.
- Communicate clearly and concisely, both orally and in writing.
- Respond to and resolve difficult and sensitive citizen and customer inquiries and complaints.
- Perform related duties and responsibilities as assigned.

**QUALIFICATIONS**

**Experience and Training Guidelines:**

- High School graduate.
- Current and valid California Vehicle Drivers License.

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- Within 3-years of employment, receive the following certifications: Water Treatment Operator - Grade I, Wastewater Treatment Plant Operator – Grade I, and Water Distribution Operator – Grade I.

**Knowledge of:**

- Principal methods, materials, tools and equipment used in water/wastewater system operation and maintenance.
- Principles of various water/wastewater treatment processes including proper starting and stopping sequence for process systems and equipment.
- The use of gauges, meters and controllers, safety principles and practices, basic mathematics and basic chemistry.
- Standard procedures for evaluating results for each process, sampling, testing, and record keeping.

**Ability to:**

- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work, including general public and District personnel. Meet and deal tactfully and effectively with the public and District personnel in response to questions regarding policies and procedures.
- Understand and follow oral and written instruction. Communicate clearly and concisely, both orally and in writing. Understand the organization and operation of the District to assume assigned responsibilities.
- Learn, interpret, and apply proper techniques to the operation and maintenance of a water distribution and treatment system and a wastewater collection, treatment and disposal system.
- Perform accurate and quick: mathematical computations, comparisons of data, and record keeping.
- Plan and organize work to meet schedules and deadlines.
- Perform the full range of operation and maintenance of the water and wastewater systems.
- Operate heavy equipment as needed.
- Perform shift work, work on weekends, and work on holidays during emergencies or when scheduled as needed.

**WORKING CONDITIONS**

Water/wastewater distribution and collection systems, water/wastewater treatment plant environment, and exposure to: noise, outdoors, vibration, chemicals, mechanical and electrical hazards, dirt, fumes, heat, cold, dampness and travel to different sites and locations. Ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and climb. Incumbents must be available to work assigned shifts; including nights, weekends, and holidays. Respond to emergency call-outs or disasters beyond our control.

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**DISTINGUISHING CHARACTERISTICS**

Employees reaching Step J in the salary schedule shall be at the advanced journey level in the Typical Duties listed above and will be required to exercise technical and functional supervision over assigned water/wastewater maintenance personnel. Employees at this level will provide staff assistance to the Water/Wastewater Superintendent and Crew Chief positions and shall have the ability to act as a Lead Worker in their absence.

Approved: September 8, 1994  
Revised: December 19, 2000  
Revised: September 16, 2014