

SYSTEM OPERATOR TRAINEE SYSTEM OPERATOR I, II, III

DEFINITION:

Under general supervision of department Supervisor, performs those duties required to produce and maintain an adequate water supply to customers in accordance with established operating procedures; performs related work as required. Employees in this classification are generally limited to unsupervised duties as Operators in the distribution system. As needed, they perform Water Treatment Plant Operator duties under the direction of the Water Treatment Plant Operator on shift.

SYSTEM OPERATOR TRAINEE

This is an entry level position and receives immediate supervision from supervisory staff and is generally assigned to the East Side of San Jose's service area of the Company's system.

TYPICAL DUTIES:

1. Read flow meters and change charts as needed; record daily pumpage or other records pertaining to ground, surface, production or water transferred from zone to zone.
2. Monitors and controls production and distribution of import groundwater and surface water supplies according to operational plans, procedures, or regulatory requirements.
3. Inspects and maintains motors, pumps, regulators, water quality analyzers, sand separators, cathodic protection equipment, and auxiliary equipment for normal operation. Perform routine maintenance and make minor repairs.
4. Take routine and special water samples, record rain gauge readings and other data as required.
5. Assist in Pump Efficiency Testing Program, and meter testing program as directed.
6. Attend required training, adhere to health and safety practices at all times, assure work is done in a safe and efficient manner in accordance with Company policy and safety standards and report to supervisors any irregularities or safety hazards.
7. Read station maps and operate valves for blowing off wells, operate zone valves, and isolate tanks and reservoirs for cleaning.

JOB REQUIREMENTS:

1. Possession of valid California DDW Grade 1 Water Treatment or Distribution Operator Certification at the time of bid. Must attain a California DDW Grade 2 Water Treatment Operator Certification within 18 months of acceptance into this position.
2. Possession of a valid California driver's license and satisfactory driving record.
3. Ability to perform work without immediate or detailed supervision.
4. Ability to perform strenuous outdoor physical work requiring manual dexterity, agility, strength, stamina and coordination.
5. Knowledge of basic operational characteristics of pumping plants, pressure zones and zone gates.
6. Ability to utilize personal computer (or any other technology platform) and related software applications necessary to review system maps/records, submit and complete trouble tags, and access/review procedures, policies, other company documentation and reporting tools..
7. Ability to effectively read and understand engineering drawings and maps.

SYSTEM OPERATOR I

This position receives immediate supervision from supervisor staff and is generally assigned to the East Side of San Jose's service area of the Company's system and may perform duties in the West Side of Los Gatos' service area under direct supervision.

In addition to the qualifications for System Operator Trainee:

TYPICAL DUTIES:

1. Inspects and observes the intakes; determines the quality in accordance with normal operating procedures and makes adjustments to turbidity meters for proper control of intakes.
2. Monitor, maintain, and make adjustments to groundwater chlorination systems.

JOB REQUIREMENTS:

1. Possession of valid California DDW Grade 2 Water Treatment Operator Certification at the time of bid.
2. Knowledge of basic operational characteristics of filtration plants.

SYSTEM OPERATOR II (Formerly Water Treatment Plant Operator I)

This is the journey level class and receives general supervision from supervisory staff. Employees in this classification will work primarily on the West Side of Los Gatos' service area and perform Water Treatment Plant Operator duties as required.

In addition to the qualifications for System Operator I:

TYPICAL DUTIES:

1. At Treatment Plants, under the direction of the Water Treatment Plant Operator on shift, takes samples of water at established times, makes standardized quality control tests and adjusts chemical feeders and other plant equipment as required.

JOB REQUIREMENTS:

1. Possession of valid California DDW Grade 3 Water Treatment Operator Certification at the time of bid.

SYSTEM OPERATOR III

This is the journey level class. Duties are performed without immediate supervision, however general operating procedures are followed to provide a satisfactory water supply with supervisory personnel called upon in an unusual or emergency situation not covered by standard practices.

In addition to the qualifications for System Operator II:

JOB REQUIREMENTS:

1. Minimum of 5 years' experience as a System Operator II or Water Treatment Plant Operator II with San Jose Water Company.
2. Minimum of 10 years of service with San Jose Water Company.
3. Completion of a minimum of 12 contact hours of specialized training annually (or equivalent CEU's at a 10 to 1 ratio, 10 contact hours = 1 CEU).
4. No written disciplinary action for issues related to job performance within the last three years.