



HUMAN RESOURCES DEPARTMENT
City of San Luis

WATER SYSTEMS OPERATOR TRAINEE

(This position is part of the Water/Wastewater Operator career series)

DEFINITION:

Under close supervision, assists and installs, inspects, cleans, repairs, and maintains **water treatment and distribution** system components and equipment for the City of San Luis; serves as a backflow inspector tester; and performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

This is the trainee level classification responsible for learning of providing routine operational and technical support for water/wastewater plant operations. This position is distinguished from the Water Operator I which performs independent entry-level work though under close supervision.

DUTIES AND RESPONSIBILITIES:

The duties listed below represent the various types of work that may be performed. The omission of specific statements of duties does not exclude them if the work is related or a logical assignment to this class.

- Assists and operates specialized equipment, machines, and vehicles to install, clean, maintain, and repair water lines, fixtures, and equipment.
- Assists in determining location of water lines, taps water and sewer lines, locates, and manipulates valves, and installs water hydrants.
- Assists and installs, adjusts, and tests flow, sampling, and metering equipment.
- Assists in monitoring water wells, tests water chlorine, and collects/records daily meter readings.
- Assists in maintenance and monitoring booster station, pumps, chlorinators, generators, pressure tanks, and related equipment.
- Collects, labels, and documents water samples for laboratory testing and performs simple tests on water.
- Establishes and maintains appropriate work site traffic control/warning devices and measures.
- Responds to complaints on water leaks, water pressure, and meter readings.
- Complies with all operational safety regulations by maintaining and using safety and personal protective equipment.
- Performs related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:



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- Methods, materials, tools, and equipment used in installing and repairing water mains and related fittings.
- Operation of water distribution systems.
- Heavy equipment operation and maintenance.
- Water sampling techniques.
- Occupational hazards and safety procedures.
- Use and proper disposal of disinfectants, oxidizing agents, pesticides, and hazardous materials.

Ability to:

- Understand and follow written and oral instructions.
- Install and repair water lines and related fixtures and equipment.
- Service, maintain, and adjust water equipment.
- Use mechanical tools and heavy equipment.
- Collect, label, and test water samples.
- Perform operator-level service and maintenance of assigned vehicles and equipment.

MINIMUM QUALIFICATIONS:

Education, Training and Experience:

High school diploma or GED.

LICENSES AND CERTIFICATES:

A valid driver license is required at the time of application. A valid Arizona driver license is required at the time of appointment and must be maintained throughout employment.

Must possess and maintain certification from the State of Arizona as a Water Systems Operator at the appropriate level as a condition of employment, at time of appointment and maintained throughout employment.

The Trainee level is exempt from the certification requirements until moving to entry-level operator I.

REQUIREMENTS FOR WATER TREATMENT:

Certifications:

- ADEQ Grade 1 certification in Water Treatment, obtain within six (6) months of employment.
- ADEQ Grade 1 certification in Water Distribution, obtain within twelve (12) months of employment.



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Follow-On Training/Certification and Tasks/Experience (prerequisites for advancement to Level 2):

Education and/or experience equivalent to one year of full-time work with:

- Assisting with basic operations
- "Groundskeeping"
- Complete required safety training and related certifications
- Complete required OSHA and ADEQ training and related certifications
- Fork 11ft operator certification
- Well site monitoring experience

REQUIREMENTS FOR WATER DISTRIBUTION:

Certifications:

- ADEQ Grade 1 certification in Water Treatment, obtain within six (6) months of employment.
- ADEQ Grade 1 certification in Water Distribution, obtain within twelve (12) months of employment.

Follow-On Training/Certification and Tasks/Experience (prerequisites for advancement to Level 2):

Education and/or experience equivalent to one year of full-time work with:

- Assist with basic operations
- Complete required safety training and related certifications
- Complete required OSHA and ADEQ training and related certifications
- Fork 11ft operator certification
- Backhoe basic operation and experience
- Commercial Driver's License (CDL) Class B
- Basic work zone traffic control/fia1taer training/experience
- Residential needs-installation, troubleshooting& repairs training/experience

REQUIREMENTS FOR WASTEWATER TREATMENT:

Certifications:

- ADEQ Grade 1 certification in Water Treatment, obtain within six (6) months of employment.
- ADEQ Grade 1 certification in Water Collection, obtain within twelve (12) months of employment.



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Follow-On Training/Certification and Tasks/Experience (prerequisites for advancement to Level 2):

Education and/or experience equivalent to one year of full-time work with:

- Water sampling (Ph, BOD, TSS, JAR test, conductivity analysis, and other lab tests, as well as chlorination procedures
- Maintenance of mechanical equipment used for treatment (blowers, pumps, mixers, valves, flow meters) and motors, as well as basic electrical knowledge and management of chemicals.
- Basic electrical & mechanical troubleshooting, training, and experience

PHYSICAL AND MENTAL DEMANDS:

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit, walk and stand; talk and hear; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; and perform repetitive movements of hands or wrists. The employee is frequently required to lift up to 10 pounds unaided.

Specific vision abilities required for this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, an employee uses written and oral communication skills; reads and interprets data, information and documents; analyzes and solves problems; uses math and mathematical reasoning; performs highly detailed work; deals with multiple concurrent tasks; and interacts with others encountered in the course of work, including frequent contact with customers and/or the public and dissatisfied/abusive individuals.

Work Environment:

The employee works in an office environment where the noise level is usually quiet. Certain positions within the classification may require availability to work flexible schedule.

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