



**HUMAN RESOURCES DEPARTMENT**  
**City of San Luis**

**WATER SYSTEMS OPERATOR-IV**

*(This position is part of the Water/Water systems career series)*

**DEFINITION:**

Under direction, leads and participates in the operation of water systems and treatment plant, system components, and related equipment; ensures regulatory compliance of the San Luis water systems treatment plant; and performs other related duties as assigned.

**DISTINGUISHING CHARACTERISTICS:**

This is the lead-level classification responsible for providing complex technical support for operations and leading personnel supporting operations of the City's water systems and treatment plants. This position is distinguished from the level III Water Systems Operator position in the complexity of work performed, State certification requirements, and lead and training responsibilities.

**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.*

- Oversees daily operational activities of the San Luis water systems treatment plant and field operations.
- Ensures water supply/quality and directs required treatment for water systems.
- Directs the operation, monitoring, maintenance, and repair of water systems treatment equipment and systems.
- Monitors and maintains internal water systems controls and procedures and ensures compliance with industry standards, regulatory requirements, permitted functions, and operating policies and procedures.
- Directs activities of water systems operators and field operations and participates in work assignments as required.
- Oversees laboratory operations, performs testing and analysis of water systems samples, and initiates remedial actions.
- Requisitions materials, parts, and tools to repair/maintain pumps, controls, valves, and related equipment.
- Reviews and evaluates readings, logs, and other data and adjusts water systems treatment processes accordingly.
- Leads, trains, and evaluates staff and participates in work assignments as needed or required.
- Establishes, communicates, and enforces safety practices and emergency action plans/procedures.
- Collects and compiles data to prepare routine, periodic, and special reports.
- May assist in repairing, replacing, servicing, and maintaining equipment and systems and operation of construction equipment.
- Responds to customer calls on emergency situations (on-call).
- Manages resources effectively, including budget and personnel.
- Performs other related duties as assigned.



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**EMPLOYMENT STANDARDS:**

**Knowledge of:**

- Applicable federal, state, county, and local standards/regulations relating to water distribution systems.
- Equipment, systems, and processes of water systems treatment.
- Operation of water systems treatment plant mechanical equipment.
- Water systems sampling and analysis techniques.
- Hazardous material handling and disposal.
- Principles and practices of leading, training, and evaluating employees.
- Occupational hazards and safety procedures/equipment.

**Ability to:**

- Evaluate and manage water systems and related equipment.
- Troubleshoot in-process control/WWT.
- Interpret data correctly for work related purposes.
- Direct the service, maintenance, and adjustment of water systems equipment.
- Evaluate equipment malfunctions and determine repairs and/or adjustments.
- Review and evaluate records and logs and prepare reports.
- Enforce industrial safety procedures and ensure regulatory compliance.
- Lead, train, and evaluate employees and schedule work assignments and activities.
- Communicate effectively with staff.

**MINIMUM QUALIFICATIONS:**

**Education, Training, and Experience:**

High school diploma or GED and four (4) years full-time journey-level water systems treatment plant operation.

**LICENSES AND CERTIFICATES:**

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.

**REQUIREMENTS FOR WATER TREATMENT:**

**Certifications:**

- ADEQ Grade 3 certification in Water Treatment.



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**Follow-On Training/Certification and Tasks/Experience (prerequisites for advancement to Chief Operator:**

Progressively responsible experience in all tasks required for the previous level, as well as

- Mechanical & electrical troubleshooting training/experience
- Equipment alignment training/experience
- Assure well sites comply with ADEQ regulations, training/experience
- Troubleshooting of Manganese Removal Systems, training/experience
- Copper soldering training/experience

**REQUIREMENTS FOR WATER DISTRIBUTION:**

**Certifications:**

- ADEQ Grade 3 certification in Water Distribution.

**Follow-On Training/Certification and Tasks/Experience (prerequisites for advancement to Chief Operator:**

Progressively responsible experience in all tasks required for the previous level, as well as

- Mechanical & electrical troubleshooting, training/experience
- Tapping training/experience
- Flow/pressure tests, training/experience
- Arizona 811 "locate" training and experience
- Installing water main pipelines & valves, training/experience
- Copper soldering training/experience

**REQUIREMENTS FOR WASTEWATER TREATMENT:**

**Certifications:**

- ADEQ Grade 4 certification in Water Treatment.
- Optional ADEQ Grade 4 certification in Water Collection.

**Follow-On Training/Certification and Tasks/Experience (prerequisites for advancement to Chief Operator:**

Progressively responsible experience in all sampling and maintenance tasks required for the previous levels, as well as all mandatory OSHA training.



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**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 50 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 industrial environment subject to high levels of machine noise, contact with chemicals and outdoor environmental conditions. Certain positions within the classification may require availability to work flexible schedule.

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