

PROVO CITY CLASSIFICATION SPECIFICATION	
Title: Water Systems Operator I	Job Code: 2552
Date: September 6, 2023	EEO Code: SM
FLSA Designation: Non-Exempt	Civil Service Status: Covered (UC)

DEFINITION: This is entry-level skilled maintenance work with responsibility for the operation and upkeep of the Provo City water sources system.

CLASSIFICATION STANDARDS: Positions allocated to this classification are responsible to a designated supervisor or the Water Sources Manager and perform all assigned tasks under close supervision. This work is distinguished by its entry-level knowledge and skill and by its required grade level I of water operation certification. *Note: Employees are eligible for advancement in the career series as directed by policy.*

ESSENTIAL DUTIES: Take daily readings on water production equipment; inspect reservoirs, spring areas, pressure regulator stations, pump houses, chlorinators, manholes and covers, meters, telemetry equipment, and valves; place traffic cones, signs, and barricades for the protection of employees and members of the public; maintain and repair of water sources equipment, facilities, and surrounding areas including general construction projects and grounds maintenance; observe conditions, identify abnormalities, and respond appropriately; resolve basic operation issues; perform preventative maintenance and general repair on equipment including lubricating, painting, cleaning, and other related tasks; build fences; read meters and operate valves; collect culinary water samples required by state and federal regulations; maintain various records and reports; follow safety procedures; perform other related duties as required.

MINIMUM REQUIREMENTS: High School Diploma or equivalent and 1 year of professional water/wastewater operator experience.

License(s)/Certification(s): A valid, lawful Commercial Driver License (CDL) with HAZMAT (H) endorsement is required. A Grade I Water Distribution Operator certificate is required. A Flagger certificate is required.

SELECTION FACTORS: *Knowledge of:* techniques used in operations and maintenance of a water sources system; related laws, codes, rules, and regulations governing the functions of the position; principles of electrical conduction and insulation; mechanical operations and maintenance of specialized water sources equipment; basic English composition, spelling, and grammar; policies and procedures established for the work system including handling various chemicals specific to the work and basic maintenance safety procedures and PPE use. *Skill in:* using various power tools, hand tools, and heavy equipment in a safe manner; troubleshooting electrical and mechanical issues; assisting with installation, maintenance, and repair of water sources equipment, structures, and surrounding areas; safely operating equipment in hazardous environments; recognizing potential dangers; assisting with testing procedures for corrosion monitoring stations on main water lines; conducting a variety of water sample collection procedures; reading and interpreting line drawings and blueprints; practicing trust-building behaviors. *Ability to:* learn to monitor and operate process equipment, electrical controls, valves, meters, gauges, and pumps; learn to recognize change in normal conditions and investigate causes; learn to recalibrate process and equipment settings in the field; quickly and accurately perform work; communicate effectively both verbally and in writing; deal with the public in a pleasant, courteous, and calm manner in all circumstances and always maintain effective working

relationships; organize effective work methods; perform duties in a manner that demonstrates respect, integrity, courtesy, and kindness towards others; demonstrate a high level of commitment to the principles of positive customer service.

TOOLS AND EQUIPMENT USED: Radio, mobile device, motor vehicle, various hand and power tools, general office equipment and software, specialized software, PPE, monitoring equipment, dump truck, boom truck, road cutting machine, tap machines, jackhammer, electrical multi-function test meter, self-contained breathing apparatus, copper to copper sulfate probe/cell, and other work-related equipment.

PHYSICAL DEMANDS: Requires sufficient strength, agility, and vision to perform work which includes lifting up to 50 lbs., driving vehicles and heavy equipment, carrying, bending, stooping, walking, climbing, working in tight quarters and confined spaces, and physical hand work.

ENVIRONMENTAL FACTORS: Requires exposure to adverse weather conditions, heavy traffic, noise, odors, damp and dark spaces, confined entry, and hazardous conditions, dangerous chemicals, and in other hazardous conditions. *Note: Employees of this classification will be subject to on-call status and working weekends and holidays.*



Department Director

7/6/23

Date



Mayor/Chief Administrative Officer

9/6/23

Date

NOTE: The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Classification specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This classification specification supersedes earlier version.