

PROVO CITY CLASSIFICATION SPECIFICATION	
<b>Title:</b> Water Systems Operator IV	<b>Job Code:</b> 2555
<b>Date:</b> September 6, 2023	<b>EEO Code:</b> SM
<b>FLSA Designation:</b> Non-Exempt	<b>Civil Service Status:</b> Covered (UC)

**DEFINITION:** This is advanced, skilled maintenance and supervision 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 general supervision. This work is distinguished by the amount of supervision, knowledge, and skill needed and by its required grade level IV 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 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; independently perform all duties required of lower-level water sources operators; install, operate, and maintain telemetry and automation equipment, pressure regulator stations, valves, pumps, pump houses, spring boxes, meters, chlorinators, manholes and covers, and deep wells; independently operate valves to maintain balance in water distribution system; troubleshoot electrical and mechanical issues in pump stations, SCADA, high voltage motors, and other water sources equipment; evaluate and resolve electric motor issues and failures, including high voltage motors; operate a variety of applicable heavy equipment, including snowplows, safely and effectively; inspect facilities and surrounding areas and identify and resolve complex operational issues; lead major projects in the section; assist supervisor in ensuring other operators follow safety procedures and regulations; supervise and train lower-level operators and part-time workers; take lead role in the absence of a designated supervisor; cover section in the absence of the manager; perform other related duties as required.

**MINIMUM REQUIREMENTS:** High School Diploma or equivalent and 4 years of experience in active water resources projects, and completion of applicable cross-training and advanced leadership course(s) – preapproval from Division Director required prior to course selections.

**License(s)/Certification(s):** A valid, lawful Commercial Driver License (CDL) with HazMat (H) endorsement is required. A Utah Water Distribution-Restricted Operator Grade IV Certificate is required. A Flagger certificate is required.

**SELECTION FACTORS:** *Advanced 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, including those in the Utah Division of Drinking Water; principles of electrical conduction and insulation; mechanical operations and maintenance of specialized water sources equipment; troubleshooting electrical and mechanical issues in pump stations, SCADA,

high voltage motors, and other 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 maintenance safety procedures, safety practices associated with operating heavy equipment, flagging, traffic control, and PPE use. **Skill in:** using various power tools, hand tools, and heavy equipment in a safe manner; troubleshooting electrical and mechanical issues; installing, maintaining, and repairing water sources equipment, structures, and surrounding areas; safely operating equipment in hazardous environments; recognizing potential dangers; performing 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:** monitor and operate process equipment, electrical controls, valves, meters, gauges, and pumps; recognize change in normal conditions and investigate causes; 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; supervise the work of others; exercise independent judgement while evaluating situations and in making determinations; organize effective work methods; prepare clear, concise, accurate, and informative reports; 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

9/6/23

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.