



Town of Oro Valley Classification Description

Title: **WATER UTILITY OPERATOR III**

Job Code: 3580

FLSA Status: Non-Exempt

Department: Water Utility

Salary Grade: 110

POSITION SUMMARY:

Under close supervision, operates, maintains, services and repairs water distribution, water production, electrical, SCADA operations, security, chemical systems, backflow and water quality.

ESSENTIAL JOB FUNCTIONS:

Distribution:

- Maintains, services and repairs water distribution system components including water mains, ARV/PRV equipment, fire hydrants, valve exercising, water metering equipment and water distribution system flushing.
- Performs blue staking and preventative maintenance on water distribution system.
- Participates in new development and CIP project plan review.
- Coordinates system shutdowns for new and existing system construction projects.
- Assists contractors in the installation of water distribution components including water mains, fire hydrants, meters and valves.
- Manages and constructs small distribution improvements.
- Monitors chlorine residuals in the distribution system.
- Documents distribution activities.
- Researches, resolves and responds to customer inquiries.
- Provides assistance with Meter operations and Production operations as needed.
- Samples water quality as needed.

Production:

- Operates, maintains and repairs water production facilities including wells, boosters, reservoirs, electrical control equipment, security and chemical systems.
- Operates, maintains and repairs all above ground facilities and equipment, security and chemical systems.
- Assumes process control of the water system's water production and reclaimed water delivery facilities using SCADA.
- Maneuvers the SCADA network and system operation.
- Performs preventative maintenance on water production facilities.
- Assists in the installation of electrical motors for water pumps and troubleshoots electrical components.
- Repairs and installs flow meters and determines flow rates.

- Analyzes water for chlorine residual concentrations, distributes sodium hypochlorite for disinfections and maintains chlorinator stations.
- Provides assistance in reading production meters and instrumentation and documents production activities, logs and records.
- Follows and implements OSHA requirements pertaining to water utility safety.
- Researches, resolves and responds to customer inquiries.

Water Quality:

- Assists water quality programs including water quality sampling and backflow prevention compliance, updating and modifying department policies and Town Ordinances related to water quality monitoring and backflow compliance.
- Responsible for producing sampling schedules and performing water quality sampling in accordance with State and Federal Regulations.
- Creates and submits sampling plans, SOP's and documents required by the Department of Environmental Quality (ADEQ).
- Maintains working relationships with laboratories, reviews and interprets laboratory analysis and requests the required and appropriate bottle sets for different and various sampling analyses.
- Creates and maintains databases for water quality data to be kept on record or submitted to ADEQ.
- Assists with reports for compliance purposes that includes consumer confidence reports and utility annual reports.
- Works with the Utility's management to assist in solving water quality issues.
- Assists in departmental budget planning and monitoring.
- Assists with purchasing of materials and equipment related to water quality programs.
- Assists with and ensures that the water quality monitoring and backflow prevention programs are in compliance with Federal and State drinking water regulations.
- Responsible to stay informed on current water quality regulations, pending changes and reporting on the potential impact of those changes to the Utility.
- Is a key member of the Utility's Emergency Response Team.
- Investigates and responds to customer inquiries regarding water quality concerns.
- Has a complete understanding of the Arizona Drinking Water Rule and stays current with additions and changes related to the rule.
- Assists with the Backflow Prevention program, notifying customers that testing is due, installing construction backflow prevention devices, and updating the program database. Perform backflow duties if the program administrator is not present.
- Certification in backflow prevention is required.
- Computer skills including database entry, spreadsheets, Microsoft Excel, Access, Word and OneNote.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of both distribution and production facility components, maintenance, repair and installation methods, material and equipment.
- Knowledge of applicable Town, State and Federal statutes, ordinances, codes, rules and regulations governing water utility and system operations.
- Knowledge of Emergency Response Planning.
- Skill in customer service methods and techniques.
- Skill in interpreting and applying relevant Town, State and Federal statutes, ordinances, codes, rules and regulations governing water utility and system operations.
- Skill in creating and maintaining accurate and applicable reports and records.
- Skill in computerized database management.
- Ability to follow verbal and written instructions.
- Ability to establish and maintain effective working relationships.
- Knowledge of OSHA safety requirements pertaining to the water utility operations.
- Ability to lift up to 50 pounds on an occasional basis.
- Ability to effectively use personal computer including database entry, spreadsheets, Microsoft Excel, Access, Word, and OneNote.
- Maintains regular and reliable attendance.

MINIMUM QUALIFICATIONS:

- A high school diploma or GED.
- Three (3) years of work experience in a public water utility as an ADEQ certified Grade II Distribution Operator.
- Must possess at the time of application a Grade II Water Distribution certificate issued by the Arizona Department of Environmental Quality and must obtain a Grade III within one year of hire date.
- An equivalent combination of education and experience will be considered.
- Must possess at time of application a valid Arizona driver's license.

Some Water Utility Operator III positions may also require the following at time of application:

- Arizona Department of Transportation DOT/Hazmat Commercial Driver's License.
- NFPA 70E Arc Flash certification.
- Possession of a Backflow Prevention General Tester certification.
- Cross Connection Control Specialist certificate.
- Fall protection/competent person certification.
- Service truck qualification with rigging and signaling certification.
- DOT/Hazmat transportation competent person certification.
- Trenching & Excavation certification.

ENVIRONMENTAL FACTORS and WORKING CONDITIONS:

- Work is performed in indoor and outdoor environments.
- Position is subject to after-hours call out 24/7.
- Position is included in an on-call rotation.