



## **CITY OF GUADALUPE**

### **WATER MAINTENANCE OPERATOR I**

May 8, 2019

#### **DEFINITION:**

Under general supervision, performs skilled and unskilled labor in the repair, construction, operation, regulation, inspection and monitoring of the City's water supply, storage, treatment, transmission and distribution facilities. Performs other duties and assist other departments, as required.

#### **ESSENTIAL FUNCTIONS:**

- Performs meter reading, closing and opening meters, meter test and meter change outs.
- Installs water services; installs and flushes fire hydrants.
- Repairs water systems, to include water mains, water laterals and all water supply delivery equipment.
- Performs routine checks of facilities at well sites and reservoirs to ensure good water quality.
- Handles routine testing at water treatment facility and throughout the system as well as occasional disinfection of water line and water conveying equipment.
- Orders parts, pumps and all supplies related to water system operations.
- Performs maintenance and upkeep of off-site office and City yard.
- Must be willing to work an on-call shift of 24/7, up to two weeks per month.

#### **KNOWLEDGE/SKILLS:**

- Principles, methods, materials, and equipment used in the operation and maintenance of domestic water treatment and distribution systems.
- Mechanical and electrical characteristics of pumps, motors, meters, valves, control panels, telemetry system and other water control measuring devices.
- Basic math and recordkeeping processes.
- Federal, state and local standards for maintaining water quality.
- Basic knowledge of tools, to include drills, saws, wrenches, etc.

**EDUCATION & EXPERIENCE:**

- High School graduation, or equivalent.
- Minimum of one (1) year of full-time experience in water works maintenance or related field, e.g. plumbing.
- Possession of a Grade T1 Treatment Certificate, required; Grade D1 Distribution Certificate, preferred, or ability to obtain Grade D1 within one year of employment.
- Possession of a valid California driver's license, Class C, and a satisfactory driving record.

**PHYSICAL REQUIREMENTS:**

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

- Occasionally bend, stoop, crouch, kneel, handle, grip, grasp, extend neck upward, downward, or side-to-side. Frequently reach above, at and below shoulder level.
- Ability to occasionally lift, carry, push and pull materials and objects up to 25 pounds.
- Visual acuity which could be corrected sufficiently to perform the essential functions of the position; average depth perception needed.
- Ability to effectively verbally communicate to exchange information both in the field and in an office environment, to hear and comprehend oral instructions and communications, and to effectively hear construction and traffic noise in the field.
- Occasionally uses a computer and telecommunications equipment; drives motorized equipment/vehicles.
- Occasionally sits; frequently stands or walks.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequently works in outside weather conditions and is exposed to wet and/or humid and dusty conditions.

**WORK ENVIRONMENT** (cont'd):

- Occasionally works near moving mechanical parts and electrical hazards.
- Frequently works in contact with hazardous chemicals.

The noise level in the work environment is usually quiet in the office and moderate to loud in field settings.

*This job description is not intended to be all-inclusive. The employee may also perform other reasonably related duties as assigned.*

---

**HOURLY SALARY:** Range 163A - \$20.003 - \$26.806

**BENEFITS SUMMARY:** The City provides PPO and HMO health-medical insurance choices. For Employee Only coverage, the City pays the full costs. There is a shared cost for dependent coverage. Dental and Vision coverage costs are shared with the City paying 75% and the Employee 25%. Vacation, sick leave and 12 fixed holidays plus one (1) floating holiday provided. CalPERS retirement benefits. The City participates in Social Security. IRS 457 deferred compensation plan is available through MassMutual.

**HOW TO APPLY:**

Go to the City's website at [www.ci.guadalupe.ca.us](http://www.ci.guadalupe.ca.us) and download the City's employment application. Please send completed application to:

City of Guadalupe  
Human Resources  
P.O. Box 908  
Guadalupe, CA 93434

Applications can also be hand delivered to the HR Department at City Hall, 918 Obispo Street, Guadalupe or emailed at [villegas@ci.guadalupe.ca.us](mailto:villegas@ci.guadalupe.ca.us)

**Deadline to Apply:** Tuesday, May 28, 2019, at 4:00 p.m.

EOE