

Job Description

Job Title: Water Operator
Department: Asset Management
Reports To: Lead Water Operator
Location: Adelanto, CA
Classification: Non-Exempt
Normal Business Hours: Varies, Approx. 7:00 a.m. – 4:00 p.m., Monday through Friday
Prepared Date: February 12, 2018
Assigned Facility(s): Adelanto, CA Water Treatment and Distribution System

Job Objective - Reporting directly to the Lead Water Operator and secondarily to the Water Superintendent, the Water Operator has full responsibility for assisting in the successful operation and maintenance of the water treatment facility and distribution system.

Principal Duties and Responsibilities

- Perform equipment operation and maintenance
- Troubleshoot process and equipment problems
- Operate, inspect and service processes and equipment
- Installs, reads, repairs and interprets meters, gauges and charts
- Perform basic and skilled water quality sampling and analysis
- Maintains operational logs, forms and records
- Changes chlorine cylinders, tablets, and /or drums
- Interpret and report data
- Operate valves & equipment
- Performs maintenance and construction work as needed on the water distribution system, sewer system, and all related facilities; maintains facility grounds in a safe, clean and orderly condition; loads and unloads equipment and materials
- Communicate any problems/issues to supervisor
- Promote and adhere to PERC's written corporate Safety program
- All other tasks as assigned by supervisor
- Perform other duties and participate in the operation of other PERC Water facilities on limited basis as needed
- Maintain acceptable attendance per PERC standards

Knowledge, Skills and Abilities Required

1. General computer skills including good working knowledge of Microsoft Word, Outlook and Excel.
2. Excellent team-working and communications skills to enable effective interaction with other PERC Water personnel, including peers.
3. Physical:
 - Body Positions: Standing, sitting for extended periods of time, walking.
 - Body Movements: Use of hands, eyes, arms and voice. Must be able to lift, push and pull up to 40 pounds on a regular basis.
 - Must be able to climb up and down stairs and ladders and climb into trenches, process tanks and enclosures

- Must be able to perform on call duties including weekends, nights or holidays as needed.
- Must be able to travel from jobsite to jobsite at various locations surrounding the area

Mental:

- Language ability includes reading, writing, spelling, and the ability to communicate clearly on business topics in English.

Education, Professional Credentials and Experience

1. Valid Grade I Water Treatment and Distribution Operator Certification as issued by state of primary facility assignment
2. Minimum 1 years of previous experience in water operation required
3. Valid driver's license issued by state of primary facility assignment
4. High school diploma or equivalent

Work Conditions

Jobsite (water production, treatment and distribution system) indoor and outdoor

Reporting Relationships

The following positions may provide functional support to the Operator:

Corporate Vice Presidents
 Area Operations Managers
 Superintendent
 Senior/Lead Plant Operator
 Grade I-IV Operators
 Operator in Training
 Administrative Assistant

ACKNOWLEDGMENTS

I understand that this job description does not list all of the duties of my job. I am aware that I may be asked by my supervisors to perform additional duties or follow additional instructions. I understand that I will be evaluated in part based on my performance of the tasks listed in this job description. I have reviewed and understand the above job description. I understand the Company has the right to change this job description at any time. I also understand I am an at-will employee and that this job description is not an employment contract.

Name (Printed)	Signature	Date
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Supervisor	Date
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