

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

CLASS SPECIFICATION

12-12-02

WATER UTILITY OPERATOR, 5854

Summary of Duties: Inspects, operates and maintains electric water pumping plants, reservoirs, wells and related water facilities; patrols reservoirs to locate hazardous or potentially hazardous conditions; monitors the operation of the computerized Supervisory Control and Data Acquisition System (SCADA); and does related work.

Distinguishing Features: A Water Utility Operator exercises independent judgment in the operation and maintenance of remotely controlled or manually operated water facilities; including regulation of the storage, pressure and flow of water distribution, wells, reservoirs, pumps and tank systems of the City of Los Angeles. Employees in this class are distinguished from Electric Pumping Plant Operators in that the former are required to patrol and inspect reservoir facilities and maintain reservoir grounds.

All incumbents are initially employed as trainees within the class of Water Utility Operator and receive training in the operation and maintenance of electric pumping plants, reservoirs, wells and related facilities. As individuals employed as trainees under the provisions of Civil Service Rule 5.30, a Water Utility Operator is expected to satisfactorily complete the training program, which includes obtaining a California Department of Health Services Grade D3 Distribution Operator Certificate, within 30 months of appointment. An employee of this class may be assigned to work irregular shifts, weekends, or holidays.

Examples of Duties: A Water Utility Operator:

- Receives both formal and on-the-job training in the inspection, operation and maintenance of electric pumping plants, reservoirs, wells and related water facilities;
- Is instructed in the operations of the SCADA system;
- Assists journey-level Water Utility Operators in the performance of their duties;
- Operates pumping plant, well, reservoir and water tank storage control equipment to maintain specified water storage, flow and pressure;
- Performs minor repairs to and adjusts equipment such as glands, pumps, valves, gates, and fittings;
- Lubricates pumps, motors and related equipment;
- Cleans control surge absorbers and low voltage relay and switch contacts;
- Replaces fuses and pilot and plant lights;
- Maintains reservoirs and pumping plant work areas and grounds;
- Monitors telemetering instrumentation which controls flow, pressure, water elevation, power generation, water quality, turbidity and water system operating conditions;
- Assists in coordinating Control Center activities with field and office personnel for manual regulation of water distribution;

- Cleans and lubricates pumping plant equipment;
- Overhauls and installs valves and pipefittings and makes repairs on pump structures;
- Keeps pumping plants and reservoirs clean and orderly;
- May prevent trespassing, nuisance, and illegal use of water at a reservoir;
- May be assigned to monitor, control and operate SCADA system console activities;
- Coordinates activities with field personnel to regulate water distribution;
- Notifies proper personnel of water system malfunctions or unusual conditions;
- Takes readings from instruments which record water flow, temperature, rainfall, pressure, and consumptions;
- Does arithmetic calculations and makes entries in daily, weekly and monthly log of operations;
- Changes charts and fills pens on flow and pressure recording instruments;
- Prepares reports of water system operations;
- Receives and transmits information by radio and telephone on water system operations; and
- May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications: A Water Utility Operator must have the following knowledges and abilities:

Knowledge of:

- Basic mechanics involving pulleys, levers, friction and gears;
- Basic electricity involving Ohm's law, alternating current power factor meters and generators, hydraulics as related to pumps, wells, valve operations and storage reservoirs;
- Safety as related to working with electrical and mechanical equipment;
- Operation and maintenance of electric pumping plants, internal combustion engines and related pumping plant equipment such as gauges, meters, telemetering and control systems; and
- The operation of flow control stations, regulators, bypasses and towers of a major reservoir.

Ability to:

- Learn and follow written procedures related to pumping plants, reservoirs and computer equipment;
- Use common hand tools in making equipment adjustments;
- Operate mechanical and electrical equipment; and
- Read gauges, meters and recording instruments.

Minimum Requirements:

Two years of experience at the level of maintenance laborer in construction, maintenance, or in the operation of water system facilities; or one year of experience in electrical or mechanical work involving the operation, maintenance, or repair of large machinery such as is found in an engine room on board a ship or in an electric pumping plant.

License: A valid California Department of Health Services Grade D1 Distribution Operator Certificate, or a valid Grade 1 Water Distribution Operator Certificate, issued by the American Water Works Association, and a valid California driver's license is required prior to appointment.

Physical Requirements: Strength to perform average lifting up to 25 pounds and occasionally over 50 pounds; arm, hand and finger dexterity with both hands involved in activities such as reaching, handling and feeling; good speaking and hearing ability; and good eyesight and color perception.

Persons with medical limitations may, with reasonable accommodations, be capable of performing the duties of some of the positions in this class. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to person's limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.