

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

CLASS SPECIFICATION

**AQUEDUCT AND RESERVOIR KEEPER 5813
AQUEDUCT AND RESERVOIR SUPERVISOR 5816****08-15-80**

Summary of Duties: Patrols and inspects a reservoir or a section of an aqueduct to locate actual or potentially unsafe or unsanitary conditions; operates gates and valves as instructed to control the flow of water; maintains reservoir grounds; or supervises such work; and does related work.

Distinguishing Features: Employees of these classes are responsible for the routine operation, maintenance, and sanitary condition of reservoirs and aqueducts. These employees occasionally use chemicals in the treatment of water and their determination of the sanitary condition of these facilities is limited to visual inspections.

An Aqueduct and Reservoir Keeper is assigned to a reservoir or a section of an aqueduct, and is expected to report all unusual conditions, but does not attempt to correct them except in emergencies. An incumbent may be assigned to work with a maintenance crew or be required to work odd work schedules under adverse weather conditions. An Aqueduct and Reservoir Keeper may supervise a group of laborers, mechanical helpers, and equipment operators doing grounds maintenance, minor repair, or cleanup work. Good judgment and dependability in the performance of duties are essential characteristics of the class. An Aqueduct and Reservoir Supervisor is a first level supervisor. An employee of this class is responsible for a considerable number of reservoirs or for several reservoirs and a section of an aqueduct. This employee receives instructions concerning changes in procedure, operations, or policy, but is expected to carry out normal functions with only general direction and review.

Examples of Duties: Aqueduct and Reservoir Keeper: Patrols a reservoir or an assigned section of an aqueduct on foot, by boat, or by automobile; looks for leaks, cracked piers, slides, and unsanitary conditions; prevents trespassing, nuisance, and illegal use of water at a reservoir or along an aqueduct; operates manual, hydraulic, or electric valves in accordance with established procedures or as instructed to control the flow of water to or from reservoirs; may determine amount of water to be transferred or pumped into reservoirs in accordance with established operating procedures; cleans flumes, water boxes and culverts; builds and installs weirs or other devices necessary to measure water-flow; operates control houses; operates and cleans water screening devices; may operate a motor launch; takes water samples and measures water turbidity;

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Records reading of barometric, evaporation, rain, wind and temperature gauges; reads various water measuring devices; converts the readings into quantities or computes water consumption, and reports and records the results; changes recording meter charts; keeps a daily log showing employees on duty, gauge and meter readings, and unusual occurrences;

During aqueduct shutoffs, works with a small crew engaged in repairing damaged sections of an aqueduct, repairing overhead crossings and spillways, and inspecting the interior of an aqueduct; operates pneumatic and hydraulic equipment in the repair of an aqueduct; operates equipment to move material and to inspect the interior of an aqueduct; does routine gardening and maintenance work about a patrol station or reservoir; barricades roads in time of danger; may supervise a group of employees maintaining reservoirs and grounds in a clean and sanitary condition; and may operate and maintain spreading basins and chemical silt flocculating and removing facilities.

Aqueduct and Reservoir Supervisor: Supervises Aqueduct and Reservoir Keepers and other employees engaged in operating and maintaining reservoirs, filter basins, and their grounds or a section of an aqueduct in a clean and sanitary condition; inspects reservoirs, sections of an aqueduct, conduits, valves, and related facilities; makes recommendations or job orders for correcting faulty operating and sanitary conditions; receives and reissues orders for maintenance, improvement of sanitation, and operation of gates and valves; arranges working schedules and assigns employees to locations; reviews log books and weekly reports; helps in preparation of budgets by furnishing information; and keeps records and makes reports.

Incumbents in both classes may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications:

Knowledges:

Terminology, methods, and practices used, and skill in the operation of gates, screen systems, water measuring devices, and related equipment at aqueducts and reservoirs;

Materials and methods used to make minor repairs to aqueduct or reservoir facilities;

Safety principles and practices including State safety rules concerning operation of a water launch;

Water sanitation;

Drainage systems around reservoirs;

Laws and regulations related to equal employment opportunity and affirmative action;

<u>Aqueduct and Reservoir Keeper</u>	<u>Aqueduct and Reservoir Supervisor</u>
Good	Good
Working	Good
Working	Good
General	Working
General	Working
Working	Working

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Memoranda of understanding as they apply to subordinate personnel;	General	Working
Elementary hydraulics;	General	General
City personnel rules, policies and procedures;	General	General

Abilities:

Read temperature, rain, and water gauges and other measuring devices;	X	X
Keep records, make arithmetical computations, and prepare reports;	X	X
Understand and follow directions;	X	X
Supervise a group of laborers;	X	X
Supervise a group of employees working in several locations;		X
Deal tactfully and effectively with employees and the public.	X	X

License: A special officer's commission issued by the Los Angeles Police Department may be required for Aqueduct Reservoir Keeper.
A valid California driver's license is required for both classes.

Physical Requirements: Strength to perform average lifting up to 25 pounds occasionally over 70 pounds and good eyesight. Persons with handicaps may be capable of performing duties of some of the positions in these classes. Such determination must be made by the medical examiner on an individual basis.

Two years of experience at the level of Maintenance Laborer in the construction operation, security work, or maintenance of water systems facilities is required for Aqueduct and Reservoir Keeper.

Two Years of experience as an Aqueduct and Reservoir Keeper is required for Aqueduct and Reservoir Supervisor.

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