

Facilities Operator

General Job Description

Under supervision of the **General Manager** and the **Senior Facilities Operator**, the **Facilities Operator** monitors and adjusts water supply sources, water treatment and distribution equipment as needed to deliver safe and reliable water to our customers.

Qualifications

Minimum qualifications are graduation from high school plus several years of water system field maintenance and/or similar experience. Position requires that the holder possess a valid California driver's license. Position requires that the holder possess or actively pursues a Water Treatment Operators License and a Distribution Operators License issued by the Drinking Water Division of the State Water Resources Control Board. The desired level of certification is T2, D3 or higher.

Continuing Education

Position requires participation in onsite, online and outside training to maintain certifications and improve knowledge and skills.

Field Responsibilities

- Perform standard chemical tests, collect samples for laboratory analysis, maintain operating records, and perform routine equipment and vehicle maintenance.
- Install, maintain and repair pumps, valves, mains, services, and related water distribution facilities and appurtenances.
- Customer service work includes reading meters, reporting leaks, repairing damage to meters or boxes and making other routine repairs.
- Participate in standby duties and emergency repairs and/or arrange for contractors as needed to accomplish the work.
- Purchase maintenance supplies and equipment under the supervision of the **General Manager** and **Senior Facilities Operator**.

Examples of Duties

- The duties listed below are intended only as illustrations of the various types of work that may be performed.
- Perform facilities inspection to collect data and confirm proper operation and perform maintenance work as required.
- Take water samples for sources and distribution system.
- Locate water mains and service lines for alerting other utilities with projects.
- Perform work orders for customer service, general maintenance and water leaks.
- Read meters for water billing.
- Replace meters and meter boxes when required.
- Maintain inventory of repair parts and supplies and order replacements as needed.
- Assist contractors with repairs, maintenance and testing.
- Participate in standby duty.
- Prepare operating procedures and checklists.