

**HEBER PUBLIC UTILITY DISTRICT
WATER/WASTEWATER OPERATOR IN TRAINING
JOB DESCRIPTION**

Adopted by Board of Directors – September 20, 2019

JOB TITLE: Water/Wastewater Operator In Training

DESCRIPTION: Water & Wastewater Operator In Training

POSITION SUMMARY:

Under direct supervision: Responsible for the continued and efficient operation of both water and wastewater treatment facilities; wastewater collection system; water distribution system, water meters and automatic meter reading system; repairs, services, and maintains building and equipment, conducts inspections; performs other related responsibilities and or Heber Public Utility District functions/services as required or assigned.

KEY RESPONSIBILITIES:

1. Ensures continual operation of equipment by assisting in the maintenance and repair of equipment.
2. Avoids breakdowns by periodically inspecting equipment.
3. Assists in and conducts preventative maintenance.
4. Keeps facilities in good condition by cleaning buildings, equipment, and grounds.
5. Repairs and replaces water meter and automatic meter reading system as needed.
6. Upon instruction from the Chief Operator, you may be assigned to remain on call in case of emergency.
7. Establishes and maintains effective working relationships.
8. Performs other related duties, functions of the District, and responsibilities as assigned.
9. Cleans and flushes sewer lines and assists with the operation of the HPUD vector truck.
10. Repairs and replaces water meters and automated meter reading system and programs meter reading system.

The preceding examples have been provided as examples of the types of work performed by positions assigned to this job classification. The Heber Public Utility District reserves the right to add, modify, change or rescind work assignments as needed.

ORGANIZATIONAL RELATIONSHIPS:

This position reports to the Lead and/or the Chief Operator of the Heber Public Utility District.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge Of: Repair and servicing of mechanical and pumping equipment; use of tools, parts, and specialized equipment.

Skill In: Oral and written communications; establishing and maintaining effective working relationships.

Ability to Learn: Laboratory analysis and water and wastewater

LICENSES/CERTIFICATES:

Must obtain State of California Water Treatment Operator and Water Distribution Operator level I certification within eighteen (18) months of date of employment; must obtain State of California Wastewater Treatment Operator 1 certification with 24 months of date of employment; must have at time of employment a valid Class C California drivers' license and insurability.

Employees holding the Operator In Training position can only move to the Operator II position if there is a vacant position. Operators are not promoted upon receipt of higher certification.

DESIRABLE QUALIFICATIONS:

High School diploma or the equivalent with course work in chemistry or a related area and one (1) year maintenance and repair of mechanical equipment.

RR Carrillo

From: L Fischer
Sent: Monday, September 21, 2020 1:15 PM
To: RR Carrillo; L Carmelo; F Rodriguez
Subject: personnel openings
Attachments: Letter to IVPress W WW OPERATOR II 092120.doc; Letter to IVPress ad OIT 092120.doc

Raquel,
Please post these advertisements on our website and with the I.V. Press.

WATER / WASTEWATER OPERATOR-IN-TRAINING
WATER / WASTEWATER OPERATOR II

Attach the job descriptions (attached) and make sure that you send the advertisement to the I. V. Press. Make sure that the appropriate personnel gets the email and that they will publish it as requested. Keep an application and the job descriptions printed and ready for people who may need a copy. I won't accept applications via email, but they can mail them or deliver them to the mail box outside. If you need help posting on our website call Ricardo.

Please let me know when the advertisements have been received and the ad approved for the operator personnel and the RFP for auditing.



Laura Fischer
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