



City of Glendora  
**Water Production Operator I/II (DOQ)**

<b>SALARY</b>	\$2,229.69 - \$2,992.15 Biweekly \$4,831.00 - \$6,483.00 Monthly \$57,972.00 - \$77,796.00 Annually	<b>LOCATION</b>	Glendora City Hall - 116 East Foothill Boulevard Avenue Glendora, CA
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	CPS00141
<b>DEPARTMENT</b>	Public Works	<b>DIVISION</b>	Water
<b>OPENING DATE</b>	06/16/2023	<b>CLOSING DATE</b>	Continuous

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The City of Glendora seeks a highly motivated professional that is customer service focused to join the team in the Water Division of Public Works as the Water Production Operator I/II. The ideal candidate will be an enthusiastic and dedicated individual that maintains a strong background in Water Production, Water Quality, Water Reports, and experience in Distribution, and is engaged in being current with new and changing developments in the public agency water field. If you are interested in making a difference in serving the public, are rewarded by working in a cohesive team environment, this is the opportunity for you.

Under immediate (Water Production Operator I) to general (Water Production Operator II) supervision, performs a variety of semi-skilled and skilled duties in the inspection, operation, maintenance, and repair of water pumping, water treatment, chemical control, and monitoring equipment; operates the Division's supervisory control and data acquisition (SCADA) system; ensures an adequate pressure and supply of safe, clean, potable drinking water to City of Glendora customers; performs or facilitates repairs on booster pumps, wells, reservoirs, automated valves, and related equipment; coordinates and conducts the water quality sampling program and ensures compliance with appropriate regulatory agencies; responds to emergency situations; uses and operates a variety of manual and power tools and light to heavy power-driven equipment; and performs related work as required

*Water Production Operator I:* This is the entry-level classification in the Water Production Operator series. Initially under close supervision, incumbents learn to and perform operation, maintenance, and repair of pumping, water treatment, chemical control, and monitoring equipment. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the Water Production Operator II level but are not expected to function at the same skill level, and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

*Water Production Operator II:* This is a fully qualified journey-level classification in the Water Production Operator series. Positions at this level are distinguished from the Water Production Operator I level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Water Production Supervisor in that the latter is the full supervisory-level class in the series responsible for organizing, assigning, supervising, and reviewing the work of assigned staff involved in water production activities.

Positions in the Water Production Operator class series are flexibly staffed; positions at the Water Production Operator II level are normally filled by advancement from the Water Production Operator I level; progression to the Water Production Operator II level is dependent on (i) management affirmation that the position is performing the full range of duties assigned to the classification; (ii) satisfactory work performance; (iii) the incumbent meeting the minimum qualifications for the classification including any licenses and certifications; and (iv) management approval for progression to the Water Production Operator II level.

To view the full job class specifications, please [click here](#).

## **Examples of Duties / Knowledge & Skills**

1. Performs a variety of semi-skilled and skilled duties in the inspection, operation, maintenance, and repair of water pumping, water treatment, chemical control, and monitoring equipment including booster pumps, wells, reservoirs, pressure regulators, automated valves, production systems, and related facilities and equipment.
2. Coordinates and conducts the water quality sampling program; collects water samples at reservoirs, well sites, tank sites, designated sample stations, and throughout the water system; checks water samples for pH levels, chlorine residuals, and solids; prepares water quality documentation for submittal to regulatory agencies.
3. Administers proper chlorine dosages; inspects, maintains, and repairs chlorine pumps and chlorine generating systems; checks for and repairs chlorine leaks; transports chlorine to various well sites and stations.
4. Tests and monitors water pressure and related valves; inspects, repairs, and maintains control valves within the distribution system; records water well levels.
5. Monitors the SCADA system and makes necessary adjustments to maintain an adequate supply of water and water pressure for customers; moves water remotely between different zones; troubleshoots SCADA system problems; reads and responds to alarms, e-mails, and other system notifications.
6. Reads and records water production and electrical usage meters at pump stations and well locations and other related facilities; monitors and adjusts pressure regulators within the water system; collects and records operational data from wells, pump stations, reservoirs, and other related facilities.
7. Performs system-wide reservoir inspections; checks and logs reservoir chlorine residuals; performs well maintenance and disinfection work.
8. Troubleshoots, maintains, and repairs electrical facilities, electrical motors, portable generators, electrical panels, and communication systems.
9. Works with Southern California Edison to perform well and booster pump efficiency testing; maintains records of pump efficiency.
10. Troubleshoots, performs routine maintenance, and makes repairs on system components including changing fluids, lubricating and adjusting electrical and hydraulic pumping equipment, and maintaining all production related equipment and supply inventory.

11. Maintains detailed records of lubrication, calibration, and maintenance performed on equipment, tools, and machinery.
12. Responds to requests, complaints, and inquiries received from customers.
13. Responds to after-hours emergencies and assists other staff in emergency situations; performs on-call and stand by duty as needed; works with other crews on emergency leaks and system infrastructure repairs; makes decisions on proper actions to take during emergency situations including repairs of booster stations and well sites.
14. Performs other duties as assigned.

## Minimum qualifications & Requirements

Education and/or Experience: *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

### Experience:

Water Production Operator I – Two (2) years of experience performing maintenance, construction, and/or repair work in water distribution or a related field. Experience at the Water Utility Worker II is considered qualifying.

Water Production Operator II – Two (2) years of experience equivalent to a Water Production Operator I with the City of Glendora or similar utility agency in the operation, maintenance, and repair of motors, pumps, wells, and related equipment utilized in water production systems.

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### Education:

Equivalent to completion of the twelfth (12th) grade.

### Licenses and Certifications:

- Water Production Operator I/II – Possession of a valid Class “C” California Driver License and a valid Class “B” California Driver License with “N” (Tanker) endorsement, to be maintained throughout employment.
- Water Production Operator I – Possession of a valid Grade D1 Water Distribution Operator Certificate, to be maintained throughout employment.
- Water Production Operator I - Possession of, or successful acquisition within 12 months of appointment, a valid Grade T1 Water Treatment Operator Certificate, to be maintained throughout employment.
- Water Production Operator II – Possession of a valid Grade D2 Water Distribution Operator Certificate, to be maintained throughout employment.
- Water Production Operator II – Possession of a valid Grade T2 Water Treatment Operator Certificate, to be maintained throughout employment.

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### Agency

City of Glendora

### Address

116 E. Foothill Blvd.

Glendora, California, 91741

### Phone

(626)852-4821

### Website

<http://cityofglendora.org>

## Water Production Operator I/II (DOQ) Supplemental Questionnaire

**\*QUESTION 1**

**What is your highest level of completed education?**

- High School or Equivalent
- Technical College
- Bachelor's Degree
- Master's Degree or Higher

**\*QUESTION 2**

**Are you currently in possession of a valid Class B driver license with an "N" (Tanker) endorsement?**

- YES
- NO

**\*QUESTION 3**

**Are you currently in possession of a valid Grade D1 Water Distribution Operator Certificate?**

- YES
- N

**\*QUESTION 4**

**Are you currently in possession of a valid Grade T1 Water Treatment Operator Certificate?**

- YES
- NO

**\*QUESTION 5**

**Are you currently in possession of a valid Grade D2 Water Distribution Operator Certificate?**

- YES
- NO

**\*QUESTION 6**

**Are you currently in possession of a valid Grade T2 Water Treatment Operator Certificate?**

- YES
- NO

**\*QUESTION 7**

**Select your years of experience performing maintenance, construction, and/or repair work in water distribution or a related field.**

- No experience
- 1-2 years of experience
- 2-4 years of experience
- 5 or more years of experience

\* Required Question