



## **City of Greenfield**

### **WATER TECHNICIAN I/II**

Effective Date: 01.14.2020

#### **DEFINITION:**

Under general supervision, performs office and field work in assisting customers with water conservation programs, Fats Oils and grease Program, Cross connection control Programs and other regulatory programs; answers telephone and in-person questions regarding utility billing information, and water conservation programs, services, and regulations; assists with public information, education and outreach activities; writes articles for media, website, and utility newsletter; and performs other related work as assigned.

#### **SUPERVISION RECEIVED AND EXERCISED**

General supervision and training are given by the Operations Manager, and Administrative Management as needed. Some supervision of Utilities System Operator staff is exercised.

The Water Technician classification is distinguished from the Utilities System Operator classification in that this is a technical position. The current Water Technician position does not require the same certification and is designed to provide the training and experience required for advancement to the Technician II position. This would require the Water Technician I to advance to Water Technician II within 24 months by acquiring the required training and certification as stated within the job classification.

#### **ESSENTIAL FUNCTIONS:**

The following duties and functions are normal for this classification. The omission of specific statements of the duties and functions does not exclude them from the classification if the work is similar, related, or a logical assignment for this position. Other duties may be required, assigned, and expected commensurate with the administrative needs of the department and organization as well as new state and or local laws.

- Performs indoor residential water audits by conducting field inspections and tests, including those for leaky toilets and sinks; calculates flow rates of showers



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and faucets, toilet, and instructs customers on other ways to save water in and around the home.

- Meets with customers in person at their homes and places of business; answers their inquiries and provides general information and advice on water conservation measures and practices.
- Answers the phone, sends out educational materials, processes forms, keeps simple records, files and statistics of work activities; performs data entry work using a computer.
- Responds to customer inquiries and complaints about water quality, pressure problems and leaks.
- Inspects backflow assemblies for correct installation to meet City requirements. Develops and implements a periodic inspection schedule to ensure annual testing;
- Approves the installation of backflow prevention devices at the time of final inspection of new and remodeled residential and commercial properties.
- notifies customers of need for scheduled testing; tracks responses and prepares follow-up notices for non-compliance and maintains backflow database.
- Maintains accurate records of work performed
- Turns on and off water service connection, notifies customers of water shutdowns.
- Turns water service on and off based upon customer requests or when payment for water service is delinquent.
- Reads water meters on a scheduled basis and records readings on an automated system for billing purposes
- Sets up traffic control and safety equipment when using vehicles on a street or other roadway; uses safety equipment and observes all safety procedures as specified by the City.
- Periodically inspects commercial grease traps
- Removes and replaces sanitary sewer manhole covers to conduct inspection and sampling
- Evaluates facilities' grease interceptor pump out frequency
- Assist with facility inspections and surveys
- Maintains field logs and records
- Approves the installation of backflow prevention devices at the time of final inspection of new and remodeled residential and commercial properties.
- Consult with and advise others in the correction or elimination of cross connection hazards.
- Maintains accurate records of work performed



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- Learns and performs sampling of the water distribution system and may perform routine chemical and physical tests.
- Notifies supervisor of the need for repair or additional maintenance as found during routine inspection and cleaning activities; prepares work orders or notes service requirements.
- Marks the location of underground water and wastewater collection lines in response to USA requests.
- Inspects, samples, tests, monitors, and documents industrial and hazardous waste materials deposited into the City's sewage and storm drain collection system;
- Cleans, maintains, installs, and operates portable automatic sampler, flow monitors and related equipment;
- Periodically inspects commercial grease traps; \*
- Implements procedures relating to industrial pre-treatment processes;
- Works with local businesses, other City departments, other public agencies and the general public on the effects of discharging materials in the City's sewer system; \*
- Monitors industrial users for compliance with applicable City, State and Federal wastewater discharge regulations; \*
- Resolves problems between City and industries related to wastewater discharges;
- Maintains field logs and records; \*
- Analyzes data and prepares written reports as required;
- Performs related work as assigned.
- Communicates with and educates businesses and industries concerning wastewater discharge including providing information on City ordinances and other regulations and rules;
- Other duties as assigned.

\*May be required to assist the City Building Official on an as needed basis.

## QUALIFICATIONS

### Knowledge of:

Principles, practices, tools, equipment and supplies required to maintain and repair water treatment and distribution and/or wastewater collection systems, including underground water and wastewater collection mains, manholes and pump/lift stations.

- All phases of cross connection control; procedures for inspection, cleaning, installation, removal and repair of backflow prevention devices; proper use of all



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tools, equipment and supplies used in all phases of the cross-connection control program.

- Principles and practices of safety related to areas of assignment and procedures for maintaining records of work activities and equipment usage.
- Testing, calibration, maintenance and repair of testing equipment used in the, installation, repair and testing of backflow assemblies.
- Basic principles and practices of mobile equipment servicing and repair.
- Tools and equipment required to perform the work.
- Basic safety practices, including confined space entry.
- Applicable laws, codes and regulations.
- Basic computer applications.
- Techniques for providing a high level of customer service and accurate information to the public and city staff, in person and over the telephone.
- Conduct inspections, sampling, and testing of industrial and hazardous waste;
- Perform routine and complex laboratory tests and analysis;
- Collect, compile, and report data;
- Research technical and legal literature to ensure compliance with regulatory changes;
- Operate computer equipment and software; communicate clearly and concisely, both orally and in writing;
- Maintain cooperative working relationships with the public, vendors and city staff..

### Skills in:

- Performing skilled and semi-skilled work related to the installation, inspection, maintenance and repair of underground water distribution and wastewater collection lines and pump and lift stations.
- Operating, maintaining and repairing distribution facilities and equipment.
- Performing servicing and minor maintenance on a variety of stationary and mobile equipment.
- Responding effectively to emergency situations and troubleshooting such situations.
- Safely using hand and power tools related to the work and driving and operating trucks.
- Interpreting and explaining laws, regulations, policies and procedures.
- Making accurate mathematical calculations.
- Reading maps, manuals and specifications.



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- Prioritizing own work and using independent judgment within procedural guidelines.
- Maintaining accurate records of work performed.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

**QUALIFICATIONS:** (The following are minimal qualifications necessary for entry into the classification.)

### **Education and/or Experience:**

Graduation from high school or equivalent, any combination of education, experience and training that would provide the required knowledge and abilities to perform all essential functions of the classification.

Ability to: Speak and hear clearly and precisely on the telephone, on the radio, and or in person while communicating with the public. Understand and follow oral and written instructions;

### **License:**

Must possess a valid California class C driver's license and have a satisfactory driving record.

### **Public Works Water Technician I:**

#### **Certifications:**

Must possess a valid California class C driver's license and have a driving record acceptable by the City's insurance carrier.

### **Public Works Water Technician II:**

#### **Certifications:**

Possession of the following certifications are required to be obtained within twenty-four (24) months from date of hire.

Possession of State Water Resources Control Board Water Treatment Operator Grade I,

Possession of State Water Resources Control Board Water Distribution Operator Grade I



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Possession of Backflow Prevention Assembly General Tester.

Possession of Certificate of Completion in the Pre-treatment Facility Inspection issued by California State University Sacramento

### **Other Requirements:**

Must be willing and available to respond to off-hours emergency situations at all times. This position will require participation in the On-call rotation and will be eligible for On-call pay and overtime compensation policies of the City. The work requires outside exposure to all weather conditions with dust, noise, traffic, some potentially hazardous materials, electrical and heavy equipment.

### **Disaster Service Worker:**

In accordance with Government Code Section 3100, City of Greenfield employees, in the event of a disaster, are considered disaster service workers and shall be asked to respond accordingly. Shall be required to work evenings, weekends and holidays in the event of a disaster.