

**CITY OF COVINA**  
**WATER PUMP OPERATOR**

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

**DEFINITION:**

Under general supervision, performs tasks in the operation and maintenance of the City's water system; operates and maintains booster and vertical deep well pumps; operates, maintains and operates water purification equipment; performs other related duties as required.

**DISTINGUISHING CHARACTERISTICS:**

The **Water Pump Operator** is the journey level class which perform the full array of skilled and semi-skilled work in the operation of the City's wells, storage tanks, pumping and chlorination systems to ensure compliance with federal and state drinking water standards. Incumbents receive only occasional instruction or assistance, and are expected to work in an independent manner. This class is distinguished from the next higher classification of Water Systems Foreman in that the latter is the supervisory level class responsible for the scheduling, coordination, and oversight of water system repair and construction projects.

**SUPERVISION RECEIVED/EXERCISED:**

Receives general direction from Water Services Supervisor and indirect supervision from the Water Foreman. May exercise technical and/or functional direction over public works crews, as required.

**ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Operates, inspects and maintains the City's wells, storage tanks, and pumping systems; operates and checks well production equipment, and regulates reservoir levels to ensure adequate levels to meet water demands; performs preventative maintenance and repairs on wells, pumps, pump motors, generators, chlorinating equipment, control valves, electrical equipment and flow metering devices; recommends upgrade or replacement of equipment if necessary.
- Takes electric and water consumption meter readings at pump sites; tests for chlorine residue; maintains and adjusts chlorinators to assure the proper chlorine residual in the water system; cleans reservoirs, pumping machinery and pump hoses; paints systems; orders water.
- Prepares routine reports of water and consumption; maintains records of starts or other production changes in operations; maintains accurate records and logs including flow records and chemical usage; provides information for periodic reports as required by regulatory agencies.
- Operates computerized SCADA system; responds day or night as needed to operate the water system.
- Makes recommendations and troubleshoots to correct a variety of electrical and mechanical problems involving pumping and measuring equipment; maintains a variety of manual and computerized

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records and files regarding water production, storage, quality and weekend pump round scheduling; provides cost information on repairs and equipment needed.

- Starts and/or stops well booster pumps; inspects booster and well pumps for proper lubrication; checks oil levels and adds oil if necessary; greases bearings; checks for excessive noise, heat or leaks; checks packing glands for temperature/ existing dripping and makes appropriate adjustments; services and makes minor or emergency mechanical repairs/ adjustments to water pumping equipment and machinery; ensures operating and safety valves are properly set and secure.
- Responds to questions and concerns from the general public regarding water quality issues; provides information as is appropriate and resolves complaints or refers to higher level Water Division personnel.
- Establishes positive working relationships with representatives of community organizations, state/ local agencies, City management and staff, and the public.

### **PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing 50 pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, hot and cold. The incumbent may use disinfecting and lubricating chemicals that may expose the employee to fumes, dust and air contaminants, and/or hazardous materials. The nature of the work also requires the incumbent to climb ladders, use power and noise producing tools and equipment, drive motorized vehicles and construction equipment, and work in confined spaces. The incumbent may be required to respond to after-hours emergency call-outs.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

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

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

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Water Pump Operator**. A typical way of obtaining the required qualifications is to possess a high school diploma or its equivalent, supplemented by college level course work related to water, and three years of experience in operation and maintenance of water pumping equipment, including one year of experience in water system construction and maintenance work.

#### **License/Certificate:**

Possession of, or ability to obtain, a valid class C California driver's license. Possession of a Grade III AWWA Distribution Certificate and Water Treatment Operator Grade II certification as required by the State of California.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

**Knowledge of:**

The materials and equipment used in the operation and maintenance of pumps; maintenance requirements of pumps; modern principles, practices, methods and materials used in the operation, maintenance and treatment of a potable water facilities; operational characteristics of water facility equipment, including pumps, electric motors, piping, wells, hydrants, valves, and tanks; principles and practices of bacteriological sampling techniques and mathematical analysis; applicable federal, state and local laws, codes and regulations; methods and techniques for leading crews; methods and techniques for record keeping; basic principles of chemistry; occupational hazards and standard safety practices.

**Ability to:**

Operate and maintain pumping equipment; read and understand the meaning of recording devices used in pumping operations; perform maintenance, repair and installation on water facilities and related equipment; implement water quality testing programs, hydrant flushing/testing and valve exercising; perform periodic preventative maintenance on system components; work independently; interpret, explain and apply applicable laws, codes and regulations; oversee work crews; operate a variety of construction equipment, vehicles and power and hand tools; perform heavy manual labor for extended periods of time; maintain a variety of records; observe safety principles and work in a safe manner; respond to issues and concerns from the community; respond to after-hours call-outs and weekend pump rounds; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

**Skill to:**

Safely and effectively operate a variety of maintenance and testing equipment used in the operation and maintenance of potable water systems.