

WATER AND WASTEWATER OPERATIONS TECHNICIAN

DEFINITION

Under general supervision, performs a wide variety of responsible, technical, para-professional and administrative assignments relating to water and wastewater systems and performs other duties as assigned.

EXAMPLES OF DUTIES

Monitors aspects of water and wastewater operational and maintenance delivery systems. Organizes, coordinates and follows up on inquiries from the public. Coordinates Capital Projects. Upgrades maps, procedures and records, both written and computerized, regarding infrastructures and facilities. Writes purchase or construction specifications, and performs inspections. Collects, organizes, analyzes and reports data on issues affecting water or wastewater system operations. Assists others on assigned projects. Prepares alternative analyses for consideration and decision by others. Uses PCs and CRTs.

MINIMUM QUALIFICATIONS

Knowledge of: Principals and practices of pipeline hydraulics, including pump selection; mathematics through trigonometry; inspection principles; plans, specifications, reports and other documents used to design water or wastewater facilities.

Ability to: Understand drawings, blueprints and manufacturer's documentation; perform precise work and prepare specifications, simple diagrams, standard operating procedures and accurate reports; analyze, interpret and respond to inquiries regarding departmental operations; act decisively and in a timely manner; safely carry out oral and written instructions; work independently; interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis.

Experience: Three years experience in technical office work performing duties related to design, inspection or operational analysis of public improvement projects. College-level engineering coursework may be substituted for the required experience on the basis of

JOB SPECIFICATION

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thirty semester units or forty-five quarter units per year of experience up to a maximum of two years.

Education: Graduation from high school or equivalent.

Physical Requirements: May use computers for extended periods, or climb ladders, enter tunnels and confined spaces, and work in adverse conditions which require protective garments and/or exposure to inclement weather, noise, noxious odors, gases, or contact with water and/or wastewater.

License: Possession of valid Class C California Driver's License.

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