

**REVISED**



**SANTA CLARITA VALLEY WATER AGENCY  
Classification Specification**

**UTILITY OPERATIONS TECHNICIAN II**

**FLSA: Non-Exempt Class Range: 25**

*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 a variety of manual, semi-skilled, skilled technical duties associated with the operation, maintenance, installation, and repair of the potable water and recycled water distribution, treatment, and sanitary sewer lines, infrastructure, equipment and facilities in accordance with applicable regulations and standards; installs new or repairs existing potable water distribution, treatment, recycled water, and sanitary sewer mains and service lines; locates and marks agency facilities in accordance with underground service alert responsibilities; troubleshoots various operational problems including, but not limited to, leaks, malfunctioning equipment and appurtenances, and incorrect meter reads; and performs other related duties as required.

**DISTINGUISHING CHARACTERISTICS**

The **Utility Operations Technician II** is the first journey-level classification in the Utility Operations Technician series in which incumbents are expected to independently perform the full scope of assigned duties. This class is distinguished from Utility Operations Technician I in that incumbents in this class perform more complex duties, are expected to work with greater independence, and apply moderate discretion and judgment in resolving issues. This class is distinguished from the Utility Operations Technician III in that the latter routinely operates heavy equipment ~~and is required to possess and maintain a Class A driver license~~. This class is distinguished from the Senior Utility Operations Technician in that the latter provides oversight and training to subordinate employees and crews in the field.

**SUPERVISION RECEIVED/EXERCISED**

Receives general supervision from the Utility Operations Supervisor. May receive direction from the Senior Utility Operations Technician and/or the Lead Utility Operations Technician. Incumbents in this class do not exercise direction over agency staff.

**EXAMPLES OF ESSENTIAL FUNCTIONS** (Illustrative Only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

Duties may include, but are not limited to, the following:

- Installs new or repairs existing potable water distribution, treatment, recycled water, and sanitary sewer mains and service lines; performs all required work associated with the installation and repair including, but not limited to pressure testing, chlorinating, and dechlorinating lines, disinfection, flushing, and placing in service.

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- Installs, maintains, and repairs fire hydrants, system valves, hydraulic control valves, air and vacuum valves, blow offs, sample tap stations, meters, vaults, and a variety of other controls and appurtenances related to the potable water distribution, treatment, recycled water, and sanitary sewer systems.
- Reads, reviews, interprets, and locates and marks agency facilities in accordance with underground service alert responsibilities; uses construction water plans and specifications (both paper and electronic), surveys and shoots topographic measurements and proposes plans; may make field assessments, evaluating plan and provide as built design changes to water plans.
- Uses pipe location equipment, leak detection equipment and other equipment to locate, operate, maintain, and construct underground potable water distribution, treatment, recycled water, and sanitary sewer systems.
- Troubleshoots various operational problems which includes responding to customer complaints related to, but not limited to, leaks, malfunctioning equipment and appurtenances, and incorrect meter reads.
- Performs a variety of measurements, tests, and evaluations to verify performance of equipment, systems, and components, as applicable.
- Reports customer complaints received in the field; resolves complaints and problems within the assigned scope of authority and competence.
- Performs a wide variety of routine grounds and facility maintenance when needed including, but not limited to, washing, painting, weeding, digging, oiling, greasing, adjusting, and repairing equipment and/or facilities.
- May perform a variety of masonry work, as well as temporary asphalt patching.
- Operates and performs minor mechanical adjustments and repairs to utility trucks, dump trucks, backhoes, forklifts, vacuum excavation equipment, loaders, skid steers, excavators, pneumatic digging and pavement breaking tools, chop saws, and compaction equipment.
- Reads, reviews, and understands water plans and specifications (both paper and electronic formats); utilizes field mobile devices and software to perform maintenance and other related activities.
- Reviews construction drawings (paper and electronic), meets with internal staff and external contractors to identify, locate, and mark Agency facilities in accordance with underground services alert responsibilities.
- May assist in composing bids for new installations or the relocation of water lines or potable water distribution, treatment, recycled water, and sanitary sewer systems.
- Provides monitoring and inspection services at construction sites for the accuracy of underground utility locations of potable water distribution, treatment, recycled water, and sanitary sewer systems.
- Provides input and recommendations of projects and jobs for consideration in the budget process; including for the purchase of tools, parts, and materials.
- Operates agency vehicles and equipment, including but not limited to compressors, locating equipment, and generators used in the operation, maintenance, repair, construction, and locating of potable water distribution, treatment, recycled water, and sanitary sewer systems.
- May operate heavy equipment as needed; such as a backhoe, loader, dump trucks, or excavator, crane, skid steer, vacuum excavator, water truck, etc., depending on training and licensure.

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- Installs, replaces, maintains, and reads and customer service meters.
- Set up traffic control, signs, barricades, and direct traffic around work sites.
- Off-Duty/On-Call responsibilities include but are not limited to response to water system issues, alarms, equipment failures, and customer service calls. and emergencies.
- Operates a computer and assigned software.
- Performs other related duties as required.

**PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS**

This position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and/or stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in making repairs. Additionally, the position requires near and far vision in making mechanical and system repairs. Incumbents are required to turn valves. The need to lift, drag, and push materials, supplies, and equipment weighing up to 90 pounds also is required.

Work is primarily performed outdoors in varied weather conditions including heat, rain and cold, and with potential exposure to road traffic, mechanical hazards, electrical hazards, and confined spaces.

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.)*

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. Incumbents will possess the most desirable combination of training, skills, and experience, as demonstrated in their past and current employment history. A typical example includes:

**Education:**

- A high school diploma or equivalent GED.

**Experience:**

- Two (2) years of experience in the operation and maintenance of water distribution, treatment, recycled water, and sanitary sewer at a level comparable to Utility Operations Technician I with the agency

**Licenses and Certifications**

- Possession of, or ability to obtain, a valid Class C California driver's license. Individuals who do not meet this requirement due to a physical disability will be considered on a case-by-case basis.
- Possession of a valid Grade II Distribution Operator's certification issued by the California Water Resources Control Board, Division of Drinking Water, is required.
- Possession of a valid Grade I Treatment Operator's certification issued by the California Water Resources Control Board, Division of Drinking Water, is required.

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- A Class A license and Hazmat Endorsement is desirable and may be required after appointment.

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

**Knowledge of:**

- The principles, materials, methods, techniques, equipment, and technologies used in the maintenance, operation and repair of potable water distribution, treatment recycled water, and sanitary sewer lines, infrastructure, equipment, and facilities.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Water hydraulics and pneumatics.
- Occupational hazards and standard safety practices related to areas of assignment, including but not limited to confined space entry, trench shoring, hot work permitting, and traffic control.
- Basic mathematics, including addition, subtraction, multiplication, division.
- Basic recordkeeping.
- Office practices, procedures, and equipment.
- Operation of a computer and assigned software.
- Safe driving practices.
- Interpersonal skills using tact, patience, and courtesy.

**Skills/Ability to:**

- Understand and follow oral and written instructions.
- Follow related federal, state, and local standards and regulations associated with assigned duties.
- Use pipe location equipment, leak detection equipment, and other equipment to locate, maintain, repair, replace, and install underground potable water distribution, treatment, recycled water, and sanitary sewer systems.
- Use precision measurement devices.
- Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimal.
- Perform preventative maintenance and repair activities on potable water distribution, recycled water, and sanitary sewer systems.
- Adjust and troubleshoot regulators to control water pressure and flow for normal operating conditions, leaks, and emergency purposes.
- Troubleshoot operational deficiencies of mechanical equipment.
- Read, review, and understand water plans and specifications in both paper and digital formats.
- Utilize field mobile devices, software, and other technical equipment to perform maintenance, monitor, track, and maintain records of the water system operations, and perform other related activities.
- Identify water distribution, recycled water, and sanitary sewer system issues and develop and implement an appropriate response.
- Perform manual work and operate construction and maintenance related vehicles, equipment, and tools.

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- Work independently and as part of a team.
- Track and maintain information.
- Make sound decisions within established guidelines.
- Observe safety principles and work in a safe manner.
- Communicate clearly and concisely.
- Establish and maintain effective working relations with agency staff, vendors, contractors, regulatory agencies, and the public.

**BOARD APPROVED:** June 6, 2023

DRAFT