



San Juan Water District  
9935 Auburn Folsom Road  
Granite Bay, California 95746  
(916) 791-0115  
www.sjwd.org

## Position Description

### Pump Station Operator

**Status:** Non-Exempt, Safety Sensitive  
**Supervisor:** Field Services Manager  
**Effective Date:** December 7, 2021

#### **Supervision Received and Exercised**

Receives general supervision from the Field Services Manager and receives technical and functional supervision from the Pump Station Lead Worker.

#### **Primary Function**

Assists the Pump Station Technician with the operation, maintenance, and repair of the mechanical and electrical equipment for the District's pump stations, transmission and storage facilities, retail metering equipment, and light building maintenance. Also assists in water quality monitoring and management and pump station and reservoir operations.

**Essential Duties** - *Depending upon assignment, duties may include, but are not limited to, the following:*

- Assist with the operation of the District's pump stations, in compliance with state and federal regulations.
- Use SCADA, distribution operators input, and other pertinent data to optimize the distribution of potable water.
- Assist with preventative maintenance on pumps, motors, and other rotational equipment such as lubrication, cleaning, and painting.
- Assist with performance of corrective maintenance on all mechanical equipment as needed such as parts replacement and equipment changes.
- Assist with the development of systematic repair plans from troubleshooting diagnosis.
- Assist with the repair, overhaul, and/or replacement a variety of mechanical equipment/systems and electrical equipment.
- Assist with the installation, operation maintenance, and repair of pumps, motors, control valves, and other pump station equipment.
- Assist in water quality and pressure distribution management.
- Comply with California Department of Public Health Code of Regulations, Title 17 and Title 22.
- Comply with the District's safety standards.
- Comply with CalOSHA safety regulations and the District's IIPP program.
- Respond to call back for after working hour emergencies and "on-call" duties as required.
- Perform related duties as assigned.

**Minimum Qualifications**

*Knowledge of:*

- District policies, rules, regulations and procedures related to position.
- Principles, practices, and methods of operating and maintaining distribution and storage facilities and equipment including hydraulics and water quality.
- Methods, materials, equipment, and tools used in the maintenance and operations of distribution facilities.
- Operating principles of valves, pumps, motors, and water.
- Regulations and industry standards for the distribution of potable water.
- Safe work practices.
- Common public relations courtesies, practices and techniques.
- A working knowledge of computer systems and programs including; Microsoft Office (Outlook, Word, Excel).

*Ability to:*

- Prepare and maintain detailed and precise records of work performed in electronic format.
- Interpret SCADA charts, data, gauges, and measuring devices.
- Learn to interpret SCADA charts, data, gauges, and measuring devices.
- Under the guidance of the Pump Station Technician or Pump Station Lead, performs the more routine electrical operations.
- Learn to perform routine electrical calculations.
- Learn to understand electrical and mechanical drawings.
- Communicate effectively verbally and in writing.
- Deal tactfully and courteously with the public.
- Establish and maintain cooperative and effective relationships with those contacted during the course of work.
- Proficiently use computers and applicable software.
- Initiate and maintain effective safety practices that relate to the nature of the work.

*Experience and Education:*

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Three years of increasingly responsible experience in the operation and maintenance of a water distribution system and related facilities including pump stations, reservoirs.

Education:

Graduation from high school or equivalent with training in pump and electrical maintenance, operation, and repair.

*License or Certificate:*

Possession of or the ability to obtain and maintain a California Driver's License with a satisfactory driving record. Individuals who do not meet this requirement due to a physical disability will be considered on a case-by-case basis. Possession of a D-2 Water Distribution Operators certificate and the ability to obtain a D-3 Water Distribution Operators certificate

within one year, a D-4 Water Distribution Operators certificate within three years, and T-2 Water Treatment Operators certificate within one year.

**Physical Capabilities**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform functions.

<i>Physical Requirements</i>	<i>Rarely (0-12%)</i>	<i>Occasionally (12-33%)</i>	<i>Frequently (34-66%)</i>	<i>Regularly (67-100%)</i>
Seeing				√
Hearing				√
Standing/Walking		√		
Climbing/Stooping/Kneeling		√		
Lifting/Pulling/Pushing		√		
Approximate Maximum Weight to Lift	75 Pounds	50 Pounds		
Fingering/Grasping/Feeling				√
Describe Working Conditions	10 Percent Indoors, 90 Percent Outdoors			