



## **JOB DESCRIPTION**

### **Water Operator**

**Starting Annual Salary Range**  
**\$35,000 - \$42,000**

Hilmar County Water District (HCWD) was established in 1965 to provide potable water to the residents of the Hilmar community. The District began providing wastewater collection, treatment, and storm drain services shortly after. The District serves a community of approximately 5,000 people with day-to-day operations led by the District Manager, a team of knowledgeable staff and operators, and ultimately governed by a five-member Board of Directors elected by the voting population within District Boundaries.

To be considered for this position, applicants must submit an application for employment with detailed and complete information in each section of the application.

In addition to submitting a detailed application, you may be required to respond to supplemental questions associated with the application. Your responses to the supplemental questions will help us evaluate your qualifying knowledge, skills, and abilities. Resumes may be attached but will not be accepted in place of a complete application.

#### **THE POSITION:**

**Water Operator** is the entry-level class in the treatment and distribution operations series. Under close supervision, Water Operators learn the proper water treatment and distribution procedures. Under direct supervision, operators run and maintain all the District's wells along with all transmission and distribution main and service lines.

Water Operators must be able to perform a wide variety of work within varying skill levels in the construction, replacement, repair, installation, and cleaning of the District's water distribution system, sanitary sewer, storm collection system, and related District facilities.

#### **EXAMPLES OF DUTIES:**

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

- Installation, removal, cleaning and repairing District main lines, transmission mains, sewer lines, storm lines, water lines, and related facilities.
- Daily tasks for successfully operating the District's wells, transmission mains, and distribution system.
- Operate construction equipment such as backhoes, tractors, loaders, trenching machines, etc.
- Participation in all work activities using established safe work practices and procedures.
- Operate complex equipment such as the District's sewer-jetting trailer.
- Install and maintain traffic control devices as needed.
- Respond to public complaints and requests for service.
- Turn on new water services, turn off discontinued water services and delinquencies, disconnect sewer services, and distribute notifications.
- Operate small equipment such as jackhammers, trench compactors, etc.
- Locate and repair water leaks, broken lines, and worn valves.
- Perform related duties as assigned.
- Evaluate monitoring and lab analysis reports to maintain compliance with all aspects of operations.
- Cooperatively work with other District staff.

**ABILITY TO:**

All applicants must have the ability to:

- Perform a variety of construction, repair, and maintenance tasks.
- Work under routine and emergency conditions, sometimes in severe weather.
- Operate a variety of construction and maintenance equipment.
- Work efficiently and safely with others.
- Understand and follow instructions and directions.
- Perform a wide variety of physically strenuous tasks as required.
- Respond appropriately to public inquiries and complaints tactfully and courteously.
- Be on call as required.
- Respond to emergencies when needed

**MINIMUM REQUIREMENTS:**

**Education:** Applicant must possess a high school diploma or equivalent. Additional education from an institute of higher learning (College or University, Junior or Community College, Trade School, etc...) or certified training in accordance with the California State Water Resources Control Board for Water and Wastewater Operators is preferred. Must also possess basic computer skills used in reporting and monitoring District information.

**Licenses/Certificates:** At a minimum, applicants must obtain a California Water Treatment Operator Certificate or Water Distribution Operator Certificate within 12 months of employment. The applicant must always possess a valid Class "C" California Driver's License during employment.

**Experience:** The Water Operator position requires one year of basic work experience. Though experience in the water or utility industry is preferred, it is not required.

**Other Requirements:** Must be available for standby duties and response to off-hours emergencies. Must be able to work regular weekend and holiday shifts due to 24-hour/7-day-a-week operation of the District.

Applicants given a conditional offer of employment will be required to submit to a pre-employment drug screen and medical examination, at the District's expense, to determine whether the applicant can perform the essential functions of the position with or without a reasonable accommodation.

**ADDITIONAL APPLICATION INSTRUCTIONS**

Applications are available at the Hilmar County Water District Office between 8:30 a.m. and 3:30 p.m. or call (209) 632-3522 to have an employment packet emailed to you. The full application packet can also be found on our website at [www.hilmarcwd.org](http://www.hilmarcwd.org).

Though the District has not set a final filing date for this position, we will begin reviewing applications as they are received. Completed applications can be emailed to the District at [info@hilmarcwd.org](mailto:info@hilmarcwd.org).