

**RESOLUTION NO. 7634**

**CITY OF SOUTH GATE  
LOS ANGELES COUNTY, CALIFORNIA**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH GATE AMENDING THE JOB SPECIFICATIONS FOR THE POSITIONS OF WATER DISTRIBUTION OPERATOR I, WATER DISTRIBUTION OPERATOR II, WATER DISTRIBUTION OPERATOR III, WATER PUMP OPERATOR I AND WATER PUMP OPERATOR II**

**WHEREAS**, the City must, from time to time, add or otherwise adjust job specifications in order to satisfy the changing needs and demands of the workforce and to more closely match the tasks which need to be performed by employees in the City's various departments; and

**WHEREAS**, the City desires to update class specifications to reflect current guidelines of the Americans with Disabilities Act; and

**WHEREAS**, the City, based on evaluation has determined that changes are necessary as detailed in the proposed Class Specification & Attributes for the Water Distribution Operator I position attached hereto as Exhibit "A"; and

**WHEREAS**, the City, based on evaluation has determined that changes are necessary as detailed in the proposed Class Specification & Attributes for the Water Distribution Operator II position attached hereto as Exhibit "B"; and

**WHEREAS**, the City, based on evaluation has determined that changes are necessary as detailed in the proposed Class Specification & Attributes for the Water Distribution Operator III position attached hereto as Exhibit "C"; and

**WHEREAS**, the City, based on evaluation has determined that changes are necessary as detailed in the proposed Class Specification & Attributes for the Water Pump Operator I position attached hereto as Exhibit "D"; and

**WHEREAS**, the City, based on evaluation has determined that changes are necessary as detailed in the proposed Class Specification & Attributes for the Water Pump Operator II position attached hereto as Exhibit "E"; and

**WHEREAS**, the City, based on the Personnel Department Staff consulting with key personnel in the Public Works Department, has determined that it is proper to make updates to the positions of Water Distribution Operator I, Water Distribution Operator II, Water Distribution Operator III, Water Pump Operator I and Water Pump Operator II job specifications;

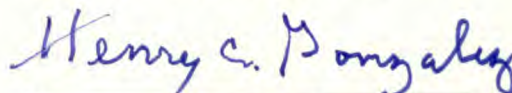
**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF SOUTH GATE DOES HEREBY RESOLVE AS FOLLOWS:**

**SECTION 1.** The City Council hereby approves and adopts the proposed amended Job Specifications for Water Distribution Operator I, Water Distribution Operator II, Water Distribution Operator III, Water Pump Operator I and Water Pump Operator II as detailed in attached Exhibits "A," "B," "C," "D" and "E", respectively.

**SECTION 2.** The City Clerk shall certify to the adoption of this Resolution which shall be effective upon its adoption.

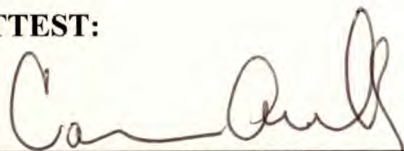
**PASSED, APPROVED and ADOPTED** this 14<sup>th</sup> day October 2014.

**CITY OF SOUTH GATE:**



Henry C. Gonzalez, Mayor

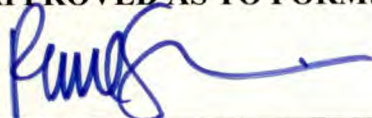
**ATTEST:**



Carmen Avalos, City Clerk

(SEAL)

**APPROVED AS TO FORM:**



Raul F. Salinas, City Attorney

**Exhibit "A"**

***City of South Gate***

**CLASS SPECIFICATIONS AND ATTRIBUTES  
WATER DISTRIBUTION OPERATOR I**

**DESCRIPTION**

Under immediate supervision to perform a variety of semi-skilled tasks in the installation, maintenance and repair of the water distribution system; and to do related work as required.

**CLASS CHARACTERISTICS**

This is the entry apprentice level class in the Water Distribution Operator series. This class is distinguished from the Water Operator II by the performance of the more routine tasks and duties assigned to workers in this series. Employees at this level are not expected to perform with same independence of direction and judgment on matters related to established procedures and guidelines as are positions allocated to the II and III level. Since this is typically used as a training class, employees may have only limited or none directly related work experience.

**SUPERVISION RECEIVED**

Employees work under immediate supervision.

**SUPERVISION EXERCISED** Employees do not exercise supervisory responsibilities.

**ESSENTIAL FUNCTIONS**

Essential functions include, but are not limited to, the following:

Installs, maintains and repairs water mains, hydrants, services, valves, detector checks and backflow prevention devices; digs trenches, lays pipe or taps lines and backfills trenches; makes minor repairs to water such as replacing dials, glass and screws; operates power equipment as directed.

Flushes mainlines; chlorinates main lines as directed.

Assists in inspection and maintenance of elevated water tanks.

As assigned, may read meters, turn on and off customer services, answer complaints on water service and collect delinquent bills.

Must be able to work shifts on a 7day/ 24 hour basis to meet operational needs of the Water Division.

**QUALIFICATIONS**

**Training and Experience**

Any combination equivalent to an acceptable basic education and one (1) year of experience in water utility operation, maintenance and repair work.

**License/Certification/Special Requirements**

Possession of a valid Class B California Driver's License within six (6) months of employment. Possession of a valid State Water Resource Control Board Distribution Grade I

(Employee may advance to Water Distribution Operator II after obtaining Water Distribution Operator Grade II Certification and perform job functions at a Journey Distribution Operator Level.)

**Knowledge, Skills, and Abilities**

Knowledge of the methods, materials, tools and equipment used in the installation and maintenance of water systems and facilities. Ability to use hand and power tools; ability to follow oral directions; ability to establish and maintain effective relationships with others.

**ADDITIONAL INFORMATION:**

**CALIFORNIA DEPARTMENT OF MOTOR VEHICLE (DMV) PULL NOTICE SYSTEM:**

An incumbent appointed to this position is subject to enrollment in the California DMV Pull Notice Program. The Pull Notice program provides information on the incumbent's driving record and Driver's License status on a periodic basis to the City of South Gate. An employee assigned a City vehicle must acknowledge receipt and understanding of City Administrative Regulations covering the use of City vehicles.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands and work environment 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 the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. The noise level in the work environment is usually quiet in the office and moderately loud when outdoors. Incumbents are not substantially exposed to adverse environmental conditions.

**Exhibit "B"**

***City of South Gate***

**CLASS SPECIFICATIONS AND ATTRIBUTES**  
**WATER DISTRIBUTION OPERATOR II**

**DESCRIPTION**

Under general supervision to perform a variety of semi-skilled tasks in the installation, maintenance and repair of the water distribution system; and to do related work as required.

**CLASS CHARACTERISTICS**

Water Distribution Operator II: This is the journey level class in the Water Distribution Operator series. This class is distinguished from the Water Operator I by the assignments of increased job duties at a level that increases from the normal routine work. Employees at this level are not expected to perform with that same independence of direction and judgment on matters related to established procedures and guidelines as are positions allocated to the III level.

**SUPERVISION RECEIVED**

Employees work under general supervision.

**SUPERVISION EXERCISED** Employees do not exercise supervisory responsibilities.

**ESSENTIAL FUNCTIONS**

Essential functions include, but are not limited to, the following:

Installs, maintains and repairs water mains, hydrants, services, valves, detector checks and backflow prevention devices; digs trenches, lays pipe or taps lines and backfills trenches; makes minor repairs to water such as replacing dials, glass and screws; operates power equipment as directed.

Flushes mainlines; chlorinates main lines as directed.

Assists in inspection and maintenance of elevated water tanks.

As assigned, may read meters, turn on and off customer services, answer complaints on water service and collect delinquent bills.

Must be able to work shifts on a 7day/ 24 hour basis to meet operational needs of the Water Division.

Must be able to perform standby functions after obtaining Water Distribution Operator Grade III Certification.

Must be able to perform job functions at a Journey Water Distribution level.

**QUALIFICATIONS**

**Training and Experience**

Any combination equivalent to an acceptable basic education and two (2) years of experience in water utility operation, maintenance and repair work.

**License/Certification/Special Requirements**

Possession of a valid Class B California Driver's License. Possession of a valid State Water Resource Control Board Distribution Grade II Certificate

(Employee may advance to Water Distribution Operator III after obtaining Water Distribution Operator Grade III Certification and requires the ability to perform at Journey Distribution Level. Ability to obtain a Water Treatment Grade I is desirable.)

**Knowledge, Skills, and Abilities**

Knowledge of the methods, materials, tools and equipment used in the installation and maintenance of water systems and facilities. Ability to use hand and power tools; ability to follow oral directions; ability to establish and maintain effective relationships with others.

**ADDITIONAL INFORMATION:**

**CALIFORNIA DEPARTMENT OF MOTOR VEHICLE (DMV) PULL NOTICE SYSTEM:**

An incumbent appointed to this position is subject to enrollment in the California DMV Pull Notice Program. The Pull Notice program provides information on the incumbent's driving record and Driver's License status on a periodic basis to the City of South Gate. An employee assigned a City vehicle must acknowledge receipt and understanding of City Administrative Regulations covering the use of City vehicles.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands and work environment 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 the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. The noise level in the work environment is usually quiet in the office and moderately loud when outdoors. Incumbents are not substantially exposed to adverse environmental conditions.

**Exhibit "C"**

***City of South Gate***

**CLASS SPECIFICATIONS AND ATTRIBUTES**

**WATER DISTRIBUTION OPERATOR III**

**DESCRIPTION**

Under general supervision to perform a variety of semi-skilled tasks in the installation, maintenance and repair of the water distribution system; and to do related work as required.

**CLASS CHARACTERISTICS**

Water Distribution Operator III: This is the full journey level class in the Water Distribution Operator series. This class is distinguished from the Water Operator II by the assignments of the full range of duties assigned. Employees at this level only receive occasional instructions or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies within the work unit.

**SUPERVISION RECEIVED**

Employees work under general supervision.

**SUPERVISION EXERCISED**

Employees do not exercise supervisory responsibilities.

**ESSENTIAL FUNCTIONS**

Essential functions include, but are not limited to, the following:

Installs, maintains and repairs water mains, hydrants, services, valves, detector checks and backflow prevention devices; digs trenches, lays pipe or taps lines and backfills trenches; makes minor repairs to water such as replacing dials, glass and screws; operates power equipment as directed.

Flushes mainlines; chlorinates main lines as directed.

Assists in inspection and maintenance of elevated water tanks.

As assigned, may read meters, turn on and off customer services, answer complaints on water service, collect delinquent bills, and perform water pump operator duties.

Must be able to work shifts on a 7day/ 24 hour basis to meet operational needs of the Water Division.

Must be able to perform standby functions as required to meet operational needs of Water Division.

Must be able to perform job functions at a Journey Water Distribution level.

**QUALIFICATIONS**

**Training and Experience**

Any combination equivalent to an acceptable basic education and three (3) years of experience in water utility operation, maintenance and repair work.

**License/Certification/Special Requirements**

Possession of a valid Class B California Driver's License. Possession of a valid State Water Resource Control Board Distribution Grade III Certificate and Grade II Water Treatment Certificate.

**Knowledge, Skills, and Abilities**

Knowledge of the methods, materials, tools and equipment used in the installation and maintenance of water systems and facilities. Ability to use hand and power tools; ability to follow oral directions; ability to establish and maintain effective relationships with others.

**ADDITIONAL INFORMATION:**

**CALIFORNIA DEPARTMENT OF MOTOR VEHICLE (DMV) PULL NOTICE SYSTEM:**

An incumbent appointed to this position is subject to enrollment in the California DMV Pull Notice Program. The Pull Notice program provides information on the incumbent's driving record and Driver's License status on a periodic basis to the City of South Gate. An employee assigned a City vehicle must acknowledge receipt and understanding of City Administrative Regulations covering the use of City vehicles.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands and work environment 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 the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. The noise level in the work environment is usually quiet in the office and moderately loud when outdoors. Incumbents are not substantially exposed to adverse environmental conditions.



## **Exhibit "D"**

### ***City of South Gate***

#### **CLASS SPECIFICATIONS AND ATTRIBUTES**

#### **WATER PUMP OPERATOR I**

##### **DESCRIPTION**

Under direction, to operate and maintain booster and well pumps in the City water distribution system; to care for pumphouses and grounds; operates water disinfecting and treatment equipment and perform related work as required.

##### **CLASS CHARACTERISTICS**

The Water Pump Operator I is an entry level classification of the Pump Operator series.

##### **SUPERVISION RECEIVED**

Works under the direction of Water Distribution Lead Worker.

##### **SUPERVISION EXERCISED**

Does not exercise supervisory responsibilities.

##### **ESSENTIAL FUNCTIONS**

Essential functions include, but are not limited to, the following:

Operates booster stations and well pumps to maintain adequate water levels in the water distribution system; operates and maintains Metropolitan Water District connections; checks and makes settings on automatic actuating devices on pumps; inspects pumps for proper lubrication and oil levels; checks pump motors; checks, adjusts, or repairs pressure gauges, air release valves, control on altitude valves and meters at pump stations; inspects chlorinators; changes air filters and repairs or replaces parts as needed; flushes when required.

Completes daily production reports on the amount of water pumped; takes temperature of water at pump stations and measures well depth; takes water samples at wells and throughout the water system for testing of turbidity, color and odor at the lab; keeps records on tests;

Collects water samples from water pipe sampling taps and other sources as needed; chlorinates and flushes water lines at pump stations as needed; assists in periodic inspections of water tanks;

Maintains station facilities and grounds including painting of pumphouses and machinery, watering and weeding of grounds and cleaning up debris;

Required to participate in 24 hour emergency standby duty, which may include responding to emergency calls during non-regularly scheduled work hours, including nights, weekends and holidays; Required to work shifts on a 7-day basis to meet operational needs of the Water Division; perform standby activities including the use of lap top computer to operate SCADA System;

Perform related duties as required.

**QUALIFICATIONS****Training and Experience**

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary. A typical way of obtaining the knowledge and abilities would be: graduation from high school or equivalent AND one (1) year of experience in the operation and maintenance of electrical pumps, or closely related field.

**License/Certification/Special Requirements**

Possession of a valid California Class C Driver's License and a satisfactory driving record is required at time of appointment and throughout employment in this position. Possession of Grade I California State Department of Public Health Water Treatment Operator's Certificate is required at time of appointment. Incumbent advances to Water Pump Operator II upon obtaining State of California Department of Public Health Services Grade III Distribution Certificate, a Grade II Water Treatment Operator's Certificate, and a California Class B Driver's License.

**Knowledge, Skills and Abilities**

Knowledge of: principles and practices used in water pumping operations; operation and maintenance of pumps and auxiliary equipment; safety precautions and practices necessary when dealing with chemicals applicable to water disinfecting and treatment.

Skill and Ability to: take accurate readings and keep records; read and write at a level necessary for successful job performance; communicate effectively orally and in writing; understand and follow oral and written directions; establish and maintain effective relationships with coworkers, management, and the general public; learn and operate the SCADA System.

**ADDITIONAL INFORMATION:****CALIFORNIA DEPARTMENT OF MOTOR VEHICLE (DMV) PULL NOTICE SYSTEM**

An incumbent appointed to this position is subject to enrollment in the California DMV Pull Notice Program. The Pull Notice program provides information on the incumbent's driving record and Driver's License status on a periodic basis to the City of South Gate. An employee assigned a City vehicle must acknowledge receipt and understanding of City Administrative Regulations covering the use of City vehicles.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

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## Exhibit "E"

### *City of South Gate* CLASS SPECIFICATIONS AND ATTRIBUTES

#### WATER PUMP OPERATOR II

##### DESCRIPTION

Under direction, to operate and maintain booster and well pumps in the City water distribution system; to care for pumphouses and grounds; operates water disinfecting and treatment equipment and performs related work as required.

##### CLASS CHARACTERISTICS

The Water Pump Operator II is the second level classification of the Pump Operator series.

##### SUPERVISION RECEIVED

Works under the direction of Water Distribution Lead Worker.

##### SUPERVISION EXERCISED

Does not exercise supervisory responsibilities.

##### ESSENTIAL FUNCTIONS

Essential functions include, but are not limited to, the following:

Operates booster stations and well pumps to maintain adequate water levels in the water distribution system; operates and maintains Metropolitan Water District connections; checks and makes settings on automatic actuating devices on pumps; inspects pumps for proper lubrication and oil levels; checks pump motors; checks, adjusts, or repairs pressure gauges, air release valves, control on altitude valves and meters at pump stations; inspects chlorinators and repairs or replaces parts as needed; flushes when required, operates a personal computer and the Supervisory Control and Data Acquisition (SCADA) System computer.

Completes daily production reports on the amount of water pumped.

Takes temperature of water at pump stations and measures well depth.

Takes water samples at wells and throughout the water system for testing of turbidity, color and odor at the lab; keeps records on tests.

Collects water samples from water pipe sampling taps and other sources as needed.

Chlorinates and flushes water lines at pump stations as needed; assists in periodic inspections of elevated water tanks.

Maintains station facilities and grounds including painting of pumphouses and machinery, watering and weeding of grounds and cleaning up debris.

Required to participate in 24 hour emergency standby duty, which may include responding to emergency calls during non-regularly scheduled work hours, including nights, weekends and holidays;

Required to work shifts on a 7-day basis to meet operational needs of the Water Division; perform standby activities including the use of lap top computer to operate SCADA System;

Required to perform distribution activities to meet operational requirements for Water Division as conditions warrant.

Perform related duties as required.

## **QUALIFICATIONS**

### **Training and Experience**

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary. A typical way of obtaining the knowledge and abilities would be: graduation from high school or equivalent AND two (2) years of experience in the operation and maintenance of electrical pumps, or closely related field.

### **License/Certification/Special Requirements**

Possession of a valid California Class C Driver's License and a satisfactory driving record is required at time of appointment and throughout employment in this position. Possession of a valid California Class B Driver's License is required at time of appointment and throughout employment in this position. Possession of a California State Department of Public Health Services Grade II Water Treatment Operator's Certificate AND California State Department of Public Health Services Grade III Water Distribution Certificate required at time of appointment and throughout employment in this position.

This classification is subject to random drug/alcohol testing pursuant to Department of Transportation guidelines/requirements.

### **Knowledge, Skills and Abilities**

Knowledge of: the principles and practices used in water pumping operations; the operation and maintenance of pumps and auxiliary equipment; safety precautions and practices necessary when dealing with chemicals applicable to water disinfecting and treatment.

Skills and Ability to: take accurate readings and keep records; read and write at a level necessary for successful job performance; communicate effectively orally and in writing; understand and follow oral and written directions; establish and maintain effective relationships with coworkers, management, and the general public; learn and operate the SCADA System.

**ADDITIONAL INFORMATION:**

**CALIFORNIA DEPARTMENT OF MOTOR VEHICLE (DMV) PULL NOTICE SYSTEM**

An incumbent appointed to this position is subject to enrollment in the California DMV Pull Notice Program. The Pull Notice program provides information on the incumbent's driving record and Driver's License status on a periodic basis to the City of South Gate. An employee assigned a City vehicle must acknowledge receipt and understanding of City Administrative Regulations covering the use of City vehicles.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

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WATER PUMP OPERATOR II  
CREATED 2002  
REVISED 08/2014

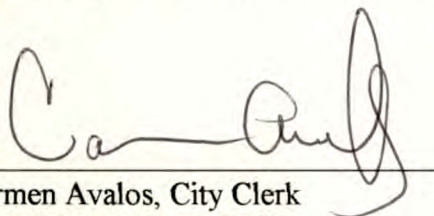
**RESOLUTION CERTIFICATION PAGE**

**STATE OF CALIFORNIA            )**  
**COUNTY OF LOS ANGELES    )     SS**  
**CITY OF SOUTH GATE         )**

I, Carmen Avalos, City Clerk of the City of South Gate, California, hereby certify that the whole number of Members of the City Council of said City is five; that Resolution No. 7634 was adopted by the City Council at their Regular Meeting held on October 14, 2014, by the following vote:

Ayes:            Council Members:    Gonzalez, Morales, Davila, De Witt and Hurtado  
Noes:            Council Members:    None  
Absent:          Council Members:    None  
Abstain:         Council Members:    None

Witness my hand and the seal of said City on October 16, 2014.

  
\_\_\_\_\_  
Carmen Avalos, City Clerk  
City of South Gate, California