

## **OPERATIONS TECHNICIAN 1**

Reports to: General Manager

FLSA Status: Hourly, nonexempt

Prepared by: Joey Hilliard

Date: December 31, 2025

Salary Range: \$5,760.00 - \$7,002.00 / Monthly

### **SUMMARY**

Under the general direction of the General Manager, Superintendent, or Operations Supervisor, assists in the maintenance, operation and repair of wastewater collection system and pump stations; performs street sweeping duties; and performs related work as required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Assists in the operation and maintenance of pumps, facilities, office building, vehicles, equipment and lines of the District.
2. Maintains logs and prepares other required reports.
3. Assists in the collection of samples for system operations and the pre-treatment program.
4. Assists in conducting inspections of new construction and connections of District lines to determine compliance with District requirements, and requirements of State and other pertinent regulatory agencies.
5. Prepares technical and administrative reports as requested.
6. Operates District vehicles and equipment in wastewater collection system construction, maintenance, and repair work.
7. Operates District street cleaning equipment as directed on designated routes.
8. Conducts inspections and collects samples for system operations and the pre-treatment program.
9. Remotely monitors District facilities utilizing the SCADA system.
10. Responds to collection system emergencies.
11. Performs a variety of semi-skilled heavy labor.
12. Available for stand-by duty and emergencies as needed.

### **SUPERVISORY RESPONSIBILITIES**

None

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required.

### **EDUCATION AND/OR EXPERIENCE**

Any combination of education, training and/or experience that would likely provide the necessary knowledge and abilities for the Operations Technician 1 position is required. Generally, this will include at least six (6) months of experience in utility operations and construction inspection.

1. Basic knowledge of the principles of wastewater collection system operations.
2. Basic knowledge of the principles and practices of street maintenance.
3. Ability to utilize the materials, methods, tools and equipment used in the construction, maintenance, operation, and upgrading of wastewater collection systems.
4. Ability to analyze data and maintain computer records.
5. Ability to operate motor vehicles and power-driven equipment used in wastewater collection system construction, maintenance and repair work.
6. Establish and maintain cooperative working relationships.

7. Ability to effectively utilize cellular phones including text and voicemail functionality.

#### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence and procedure manuals. Ability to present information and respond to questions from groups of managers, consultants, customers, and the general public.

#### **MATHEMATICAL SKILLS**

Ability to apply mathematical operations to such task as volume calculations for pipes or tanks.

#### **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and factual variables.

#### **GENERAL ABILITIES**

Ability to interact cooperatively with others.  
Ability to get along with others.  
Ability to meet deadlines.  
Ability to accept constructive criticism.  
Ability to work under pressure.  
Ability to be punctual.  
Ability to handle stress.  
Ability to work independently.  
Ability to work required shift assignments.  
Ability to conform to appropriate rules of conduct.  
Ability to follow the District's policies and procedures.

#### **CERTIFICATES, LICENSES, REGISTRATIONS**

##### **REQUIRED:**

California Class B Driver License with a driving record acceptable to the District's Insurance carrier within 6 months from date of hire.

Acquire certification within one year of date of hire and maintain a Cardio Pulmonary Resuscitation (CPR) and First Aid Certificate.

CWEA Collection System Technologist Grade I Certificate within one and one half (1-1/2) years from date of hire.

##### **RECOMMENDED:**

CWEA Plant Maintenance Technologist Grade I

#### **PHYSICAL DEMANDS**

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.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel. The employee is regularly required to talk and hear in ambient noise typical of a construction project. The employee frequently is required to stand, walk, sit, and reach with hands and arms. The employee is required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds and frequently lift and/or move up to 60 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus. Ability to perform heavy physical labor requiring strength, dexterity and agility.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts, fumes, unpleasant odors, airborne particles, and toxic or caustic chemicals. The employee is occasionally exposed to wet and/or humid condition, outside weather conditions and vibrations. The noise level in the work environment is usually moderate.