



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

| <u>TITLE</u> | <u>GRADE</u> | <u>EEO-4</u> | <u>CODE</u> |
|-----------------------------------|--------------|--------------|--------------|
| WATER SYSTEM MANAGER | 36* | G | 9.475 |
| WATER SYSTEM OPERATOR II | 33* | G | 9.498 |
| OPTIONS: | | | |
| A. BUILDINGS & GROUNDS | | | |
| B. STATE PARKS | | | |
| WATER SYSTEM OPERATOR I | 31* | G | 9.478 |
| WATER SYSTEM WORKER | 29* | G | 9.499 |

SERIES CONCEPT

Water System Operators perform technical duties related to testing and treatment of ground and surface water, the operational duties associated with the collection and storage of ground and surface water, and the treatment and distribution of water.

Operate and maintain water treatment and distribution equipment; monitor compliance with State health regulations and Environmental Protection Agency regulations and implement corrective water treatment procedures; analyze treated water samples for turbidity, pH level, TPH, and chlorine residual tests; monitor contaminate levels to ensure compliance with regulatory requirements; adjust chemical dosages on analysis; collect water samples on a periodic basis and forward samples to the Nevada State Public Health Laboratory as required.

Route stream water into reservoir feed lines by installing and maintaining a catchment system including aprons, culverts, sand traps and transmission pipes.

Control reservoir levels and water distribution by releasing or retaining water through manual or computer systems; install and maintain the water-pumping system as needed to replenish water levels.

Perform preventive maintenance and repairs on the water system by inspecting distribution systems and maintaining pumps, valves, motors, air lines, and related machinery; rebuild motors, pumps and pipelines as necessary; clear debris; flush sand traps; repair pressure relief boxes, valves and pumps using a variety of hand and power tools, welders, dump trucks, loader and backhoe; maintain access roads within the water system by grading road surface and using a snow plow; transport vehicles and equipment on public roads and highways.

Assist supervisor in overseeing the management, collection, treatment, and distribution of water resources; gather information including reservoir levels, water released and diverted, snow depth information, and system activities; develop reports, cost estimates and projections related to water collection, treatment, and distribution.

May provide supervision to lower-level operators and workers, seasonal staff, and the work of inmates.

Perform related duties as assigned.

* Reflects a 2-grade, special salary adjustment granted by the 2007 legislature to improve recruitment and retention.

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CLASS CONCEPTS

Water System Manager: Under general direction, in addition to performing the duties described in the series concept, the incumbent oversees the management and collection of the State's water resources distributed to Carson City and Storey counties and the treatment and distribution of water to the Stewart building complex. The incumbent is certified as a Water Treatment Operator, grade 1 and a Water Distribution Operator, grade 2.

The incumbent participates with Carson City and Storey counties, the Carson Water Subconservancy District, special interest groups, and legislative committees in developing water policies, long range water needs assessments, water budgeting and distribution plans, and conservation and education plans and initiatives; oversees the development and maintenance of the collection (lake and run-off) system, maintenance or replacement of pipelines and equipment, and operation of the Stewart well and treatment and distribution system.

This position also develops and oversees a dedicated budget including projecting revenues and expenditures; monitors expenditures during the fiscal year; ensures the proper payment for water distributed to Carson City and Storey counties; assists the Division Administrator in the development of water supply contracts; supervises operators, workers, and seasonal employees, and directs the work of inmates.

Water System Operator II:

Option A: Buildings & Grounds

Under general direction, incumbents serve as a first-line supervisor including performance evaluations, work performance standards, scheduling, work assignment and review, training, and discipline. Incumbents function at the journey level and are certified as a Water Treatment Operator, grade 1 and Water Distribution Operator, grade 2; or

Option B: State Parks

Work at the advanced journey level on a water system designated by the Nevada Division of Environmental Protection as requiring certification as a Water Treatment Operator, grade 2 or higher or a Water Distribution Operator, grade 2. Duties at this level require advanced knowledge of treatment technology and operation of associated equipment.

Water System Operator I: Under general supervision, incumbents perform most of the duties described in the series concept and may direct the work of seasonal employees and inmates. Incumbents function as an entry-level operator and are certified as Water Treatment Operator, grade 1. Operators at this level must become certified as a Water Distribution Operator, grade 1 within 12 months of appointment.

Depending on the needs of the agency, incumbents may be permanently assigned to this level and function below the journey level, or progress to the next level in the series upon attainment of the required certification, license endorsement, meeting minimum qualifications, satisfactory performance, and with the recommendation of the appointing authority.

Water System Worker: Under close supervision, incumbents participate in a training program consisting of a course of self-study and on-the-job training to acquire the necessary skills and experience required to perform the duties described in the series concept and become certified as a Water Treatment Operator, grade 1. This is the trainee level in the series and progression to the next level in the series may occur upon attainment of the required certification, license endorsement, meeting minimum qualifications, satisfactory performance, and with the recommendation of the appointing authority.

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MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * A valid Class C driver's license is required at the time of appointment and as a condition of continuing employment.
- * Working outdoors is required. Duties frequently require walking to elevations over 6000 feet and using snowmobiles and snowshoes to inspect and maintain the water system and equipment.
- * Working weekends may be required.
- * Positions are subject to callout or callback.
- * Water System Manager positions require certification as a Water Treatment Operator, grade 1 and a Water Distribution Operator, grade 2 at the time of appointment and as a condition of continued employment.
- * Water System Operator II, Option A, positions require certification as a Water Treatment Operator, grade 1 and Water Distribution Operator, grade 2 at the time of appointment and as a condition of continued employment.
- * Water System Operator II, Option B, positions require certification as a Water Treatment Operator, grade 2 and Water Distribution Operator, grade 2 at the time of appointment and as a condition of continued employment.
- * Water System Operator I positions require certification as a Water Treatment Operator, grade 1 at the time of appointment and a Water Distribution Operator, grade 1 within 12 months of appointment and as a condition of continued employment.

INFORMATIONAL NOTES:

- * Some Water System Worker positions may be required to obtain a commercial driver's license with hazardous materials and tanker endorsements within 12 months of appointment.
- * All licenses, endorsements, and certifications must be issued by the State of Nevada and must be maintained as a condition of continuing employment.

WATER SYSTEM MANAGER

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and three years of experience in the operation and maintenance activities of a water treatment or water distribution system, one year of which included supervising lower-level water treatment or distribution operators; **OR** an equivalent combination of education and experience as described above. (*See Special Requirements and Informational Notes*)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):

Detailed knowledge of: principles and techniques of operating and maintaining a reservoir water system including reservoir management and intake structures, coagulation and flocculation, sedimentation, filtration, disinfections, corrosion control, taste and odor control, plant operation, safety, and laboratory procedures; principles and techniques of surveying water sources and surface storage for capacity and potential contamination, and operation of water distribution system including storage facilities, distribution system operation and maintenance, disinfections, and safety; computer logging and graphing methods related to water treatment and distribution; federal statutes regarding water quality, treatment, and reporting requirements.

Ability to: establish work performance standards, assign and review work, provide work direction, evaluate performance, and provide counseling and discipline to subordinate staff; read and interpret statutes and regulations regarding water quality, distribution, water rights, easements, and right-of-way; organize work and direct staff and inmates; prepare monthly reports from field data and maintenance logs; establish and maintain effective working relationships with staff and interested parties; *and all knowledge, skills, and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):

Detailed knowledge of: State statutes and regulations regarding water quality, treatment, and reporting

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MINIMUM QUALIFICATIONS (cont'd)

WATER SYSTEM MANAGER (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):
(cont'd)

requirements. **Working knowledge of:** State rules and regulations regarding personnel management, fiscal management, and purchasing; preparation of grants and grant reporting requirements. **Ability to:** oversee the management and collection of the State's water resources distributed to Carson City and Storey counties and the treatment and distribution of water provided to the Stewart building complex; work effectively with special interest groups, interested parties, and legislative committees who are developing water policies, long range water needs assessments, water budgeting and distribution plans, and conservation and education plans and initiatives; oversee the development and maintenance of Sierra water collection; establish maintenance or replacement schedules for equipment, facilities, pipelines, and catchments; develop and oversee a dedicated budget including projecting revenues and expenditures; monitor expenditures during the fiscal year; ensure the proper payment for distributed water; assist in the development of water supply contracts.

WATER SYSTEM OPERATOR II – BOTH OPTIONS

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and two years of experience in the operation and maintenance of a water treatment or water distribution system; **OR** an equivalent combination of education and experience as described above. *(See Special Requirements and Informational Notes)*

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):

Working knowledge of: principles and techniques of operating and maintaining a reservoir water system including reservoir management and intake structures, coagulation and flocculation, sedimentation, filtration, disinfections, corrosion control, taste and odor control, plant operation, safety, and laboratory procedures; principles and techniques of surveying water sources and surface storage for capacity and potential contamination, and operation of water distribution systems including storage facilities, distribution system facilities, distribution system operation and maintenance, disinfections, and safety; computer logging and graphing methods related to water treatment and distribution; federal and State rules and regulations regarding water quality, treatment, and reporting requirements; transportation of fuel using a tanker truck. **Ability to:** provide first-line supervision to lower-level employees and inmates; *and all knowledge, skills, and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills, and Abilities required for Water System Manager.)

WATER SYSTEM OPERATOR I

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and one year of experience in the operation and maintenance of a water treatment or water distribution system; **OR** an equivalent combination of education and experience as described above. *(See Special Requirements and Informational Notes)*

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):

General knowledge of: principles and techniques of operating and maintaining a reservoir water system including reservoir management and intake structures, coagulation and flocculation, sedimentation, filtration, disinfections, corrosion control, taste and odor control, plant operation, safety, and laboratory procedures; principles and techniques of surveying water sources and surface storage for capacity and potential contamination; federal and State rules and regulations regarding water quality, treatment, and reporting requirements; transportation of fuel using a tanker truck. **Ability to:** operate a water treatment plant according to federal and State statutes and regulations regarding water quality and treatment; analyze water samples and

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MINIMUM QUALIFICATIONS (cont'd)

WATER SYSTEM OPERATOR I (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application): (cont'd)
 calculate correct chemical dosages; inspect equipment to assess maintenance and replace needs; use tools and operate heavy equipment to maintain roads, and maintain, repair or replace pipelines, culverts, valves, pumps, meters and other devices; conduct on-site inspections and maintain inspection logs of equipment, pipelines, catchments and reservoirs; record and chart data using computer graphing software; direct the work of seasonal employees and inmates; *and all knowledge, skills, and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):
Working knowledge of: operation of water distribution systems including storage facilities, distribution system facilities, distribution system operation and maintenance, disinfections, and safety procedures. **Ability to:** oversee assigned projects and provide work direction to seasonal employees and inmates; read plans and determine materials and equipment needs to complete a project; develop reports, cost estimates and projections related to water collection, treatment, and distribution.

WATER SYSTEM WORKER

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and one year of semi-skilled experience maintaining equipment, operating machinery, constructing pipelines, and/or other related work experience; **OR** an equivalent combination of education and experience as described above. *(See Special Requirements and Informational Notes)*

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):
General knowledge of: algebra and geometry; the operation, repair, and maintenance of valves, meters, pipes, gages, and culverts. **Ability to:** operate and transport vehicles weighing 26,001 pounds or more; collect field data and prepare maintenance logs; enter and retrieve data using a computer; perform heavy physical labor; use hand tools and equipment used in maintaining roads, pipelines, culverts, valves, pumps, and meters; perform mathematic computations; read and comprehend administrative policy, regulatory laws and procedures, safety and equipment publications; read and understand water flow meters and snow depth gauges; communicate effectively both orally and in writing.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills, and Abilities required for Water System Operator I.)

This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this series.

| | <u>9.475</u> | <u>9.498</u> | <u>9.478</u> | <u>9.499</u> |
|--------------|----------------------|--------------|--------------|--------------|
| ESTABLISHED: | 8/17/01R 7/5/02UC | 6/22/70 | 12/26/91R | 12/26/91R |
| REVISED: | | 1/24/84-3 | 11/3/92UC | 11/3/92UC |
| REVISED: | | 3/3/89 | | |
| REVISED: | | 7/1/91P | | |
| | | 11/29/90PC | | |
| REVISED: | | 4/17/02R | 4/17/02R | 4/17/02R |
| | | 7/5/02UC | 7/5/02UC | 7/5/02UC |
| REVISED: | 6/27/03PC | 6/27/03PC | 6/27/03PC | 6/27/03PC |
| REVISED: | 7/1/07LG | 7/1/07LG | 7/1/07LG | 7/1/07LG |

WATER SYSTEM MANAGER
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