

## **JURUPA COMMUNITY SERVICES DISTRICT OPERATIONS ASSISTANT**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **DEFINITION**

Under the supervision of the Operations Manager, assists the public on water and sewer inquiries, assists the Operations Manager in the daily function of operating the District's water and sewer systems, input daily operational data into computer, administrates District's backflow program, prepares a variety of reports and spreadsheets, administrates the District's vehicle tracking system, performs light computer programming and performs related duties as required.

### **ESSENTIAL FUNCTIONS**

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These functions may not be present in all positions in multiple position classes. When a position is to be filled, the essential functions will be noted in the announcement of position availability.

Assists the Operations Manager with a variety of operational and technical tasks, assists in the contract management of construction projects, report preparation, scheduling, monitor water and sewer system telemetry.

Administers the District backflow program, responds to inquiries from the public on various operational matters, prepares notices of non-compliance, inputs test, and production data in the data computer and provides information related to the program.

Maintains a variety of statistical information on the District's production for reporting to appropriate agencies including well readings, daily and weekly production, quality of water produced in wells and vehicle maintenance.

Administers the District's vehicle tracking system, sewer redetermination program, and encroachment permit program.

Input and interpret operational field data into excel spreadsheets and access databases.

Conducts research on a variety of special projects.

Maintains a variety of records and files; prepares daily, weekly and monthly reports.

Updates on a regular basis the school district's records relating to enrollment for sewer billing charges; tracks capacity data for commercial and industrial property for monthly sewer charges.

### **REQUISITE ABILITIES**

- Knowledge and ability to use Microsoft Office programs.
- Communicate clearly and concisely, both orally and in writing.

- Knowledge of report preparation.
- Maintain a variety of records and files.
- Work cooperatively and effectively with others.
- Calculate and issue a variety of permits.
- Calculate and perform mathematical computations.
- Analyze situations and make appropriate decisions.
- Meet the public in situations requiring diplomacy and tact.
- Establish and maintain cooperative working relationships.
- Detect deviations from regulations and standard practices.
- Work independently.
- Perform a variety of clerical/administrative duties.
- Meet the physical requirements established by the District.
- Ability to analyze statistical data.

### QUALIFICATIONS GUIDELINES

#### Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance. Example combinations include graduation from high school or equivalent and three years of experience in a water district or engineering related firm.

#### Knowledge and Skill Levels

Working knowledge of operating a variety of computer programs used in documenting and reporting daily field activities, record keeping, report preparation and the operation of standard office equipment.

#### Physical Requirements

Employees must meet the following requirements, which are necessary to successfully perform the essential functions of this class:

Communicate orally and by telephone with management, co-workers, and the public in face-to-face, one-to-one, and group settings; use office equipment such as computer terminals; sit for extended periods of time; have hearing and vision within normal ranges; carry, push, reach and lift up to 10 pounds; occasionally stoop, kneel or crouch; sufficient manual dexterity to operate office equipment.

#### Special Requirements

Possession of or ability to obtain a Class C California driver's license and a satisfactory driving record.

Possession of or ability to obtain certification from District provided CPR/First Aid Training.

FLSA / NON-EXEMPT

Range 29