



We're Hiring!

Water System Operator III

\$41.65 - \$54.16 PER HOUR

Hours*: Typically 7:00 am-4:30 pm
Monday-Friday,
with every other Friday off

*Mandatory participation in on-call rotation, which requires working after-hours, weekends, and holidays.

Full-time, Non-exempt, CalPERS

Benefits Include:

Medical, Dental, Vision, Life Insurance,
AD&D, Long-Term Disability (LTD), EAP,
Tuition Reimbursement

Job Listing Closes on 9/4/2026

Interviews held on 9/16/2026



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Now!

www.pphcsd.org/employment

Phelan Piñon Hills Community
Services District
www.pphcsd.org
760-868-1212



Required Qualifications:

- Possess and maintain valid D3 & T2 certifications.
- Possess a valid CA Class A CDL with required endorsements and have no moving violations within the past 2 years.
- Minimum of 5 years of increasingly responsible experience in water operations.
- Heavy equipment operator experience.
- Advanced SCADA system experience.
- High School diploma or equivalent.
- Coursework related to water distribution, water production, and/or water quality.
- Ability to lead a team positively and effectively.
- Knowledge of methods, materials, & equipment used in water system maintenance and repair.
- Strong customer service & independent decision-making skills.
- Ability to safely operate tools, equipment, and vehicles; perform manual labor; and work outdoors.
- Must successfully pass a background check, physical examination, & drug screening.

Desired Qualifications:

- Construction project management experience.
- Pipeline inspection experience.
- Backflow/Cross Connection Tester Certification.
- 30-Hour OSHA Outreach Training Certificate for Construction Industry or General Industry.

See full job descriptions for complete requirements.



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Phelan, CA 92329
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Phelan Piñon Hills Community Services District Job Opportunity

JOB TITLE: Water System Operator III

\$41.65 - \$54.16 per hour

Full Time, Non-Exempt, CalPERS Retirement, Health Insurance,
Life Insurance, AD&D, Long-Term Disability (LTD), EAP, Tuition Reimbursement

Posting Date: August 20, 2026
Closing Date: September 4, 2026

APPLICATION PROCEDURE/FILING DEADLINE

A Phelan Piñon Hills Community Services District employment application is required, no exceptions. Additional items, such as a resume may also be attached, however they will not be accepted in lieu of the District employment application or supplemental questionnaire.

Filing Deadline: September 4, 2026. Only qualified applicants will be invited to interview.

<u>Selection Process Timeline:</u>	Job Posting Date:	08/20/2026
	Application Deadline:	09/04/2026 – 5pm
	Interviews:	09/16/2026
	Start Date:	09/30/2026 or ASAP

NOTE: The Phelan Piñon Hills Community Services District reserves the right to modify the filing deadline and selection process timeline, as necessary.

* The District may choose to limit the acceptance of applications to the first 50 received. Early submittal is recommended to ensure acceptance.

RECRUITMENT PROCESS

HOW TO APPLY: Applications must be filled out completely and must clearly show that the qualification requirements are met. A resume will not be accepted in lieu of the official application form. All statements are subject to investigation and verification. Applications must be received in the Human Resources Department no later than the filing deadline date listed on this announcement. Applications received after the deadline will not be considered timely. If you have not received notification regarding the status of your application within two weeks of the closing date, please notify Human Resources. Applicants are responsible for promptly notifying the Human Resources Department of any change of address and/or telephone number. NOTE:

Human Resources Department of any change of address and/or telephone number. NOTE: Phelan Piñon Hills Community Services District's hours of operation are as follows: Monday–Friday 8:00 a.m. to 5:00 p.m. except certain holidays. Complete the electronic application online at <https://www.pphcsd.org/employment>. Please contact the District office at 760-868-1212 for questions regarding this opportunity or your application.

EXAMINATION: The Phelan Piñon Hills Community Services District reserves the right to rate applicants based on a review of the application materials and to invite only the most qualified applicants to participate in successive parts of the selection process consisting of one or more of the following:

1. A written examination of technical knowledge, skills, and abilities.
2. A technical oral examination of education, experience, training, and personal suitability for the position will be evaluated by appearance before an interview board.
3. A performance examination for demonstration of technical and manual skills (i.e., equipment operation, software & application usage).
4. A supplemental questionnaire for measurement of education, experience, and training.

PROTEST PROCEDURE: In order to challenge any phase of the recruitment process, a letter must be directed to the Human Resources Department and received no later than four (4) working days following the date you received notification of the results of any action taken. Any protest must include rationale to support the protest. You will receive a response in writing of any action taken with regard to the final decision.

ADA ACCOMMODATION: Individuals with disabilities who require accommodation in the application or testing process must provide, at time of application, documentation from a qualified authority of the need for accommodation.

FULLTIME REGULAR EMPLOYEE BENEFITS

SALARY: Employees typically start at the minimum salary range.

VACATION: Paid vacation is based on years of service: 10 days for 1-4 years; 15 days for 5-9 years, 20 days for 10-20 years, 25 days for 20+ years.

SICK LEAVE: Beginning with the date of employment, sick leave accrues at 3.692 hours per pay period.

HOLIDAYS: An average of 88 holiday hours per year.

MEDICAL/DENTAL/VISION INSURANCE: Available for regular employees and their eligible dependents.

LIFE INSURANCE: District paid coverage of 1 times the annual earnings exclusive of overtime or bonus, to a maximum of \$150,000. Supplemental Life insurance available, paid for by the employee.

RETIREMENT: CalPERS; The District does not participate in Social Security for regular employees.



LONG TERM DISABILITY: District-paid benefit provides 60% of salary after 90 days of disability for full-time employees.

EMPLOYMENT INFORMATION

MEDICAL STANDARDS: Applicants will be required to pass a medical examination and drug test prior to appointment for employment. Failure to meet medical standards may result in withdrawal of appointment.

DIRECT DEPOSIT: All new hires are required to enroll in the direct deposit program.

IMMIGRATION LAW: Prior to employment, applicants will be required to provide necessary documentation to verify proof of legal residence entitling them to work in the United States, as required by the Immigration and Reform Act of 1986.

INTRODUCTORY PERIOD: All regular employees must satisfactorily complete a one-year introductory period.

DMV PRINTOUT: The District will obtain a DMV check on all regular employees.

DRUG AND ALCOHOL TESTING: Applicants who are considered for hire must submit to and pass drug and alcohol testing prior to appointment. Some classifications are subject to ongoing random drug and alcohol tests in accordance with District policy and/or State and Federal laws.

BACKGROUND TESTING: Applicants who are considered for hire must submit to and pass a background screening prior to appointment.

4176 Warbler Road, Phelan, California 92371 * (760) 868-1212 * Website: www.pphcsd.org

*The provisions of this document do not constitute an expressed or implied contract.
Any provision contained herein may be modified or revoked without notice.*



Phelan Piñon Hills Community Services District
Job Description

JOB TITLE: Water System Operator I, II, III, & Lead/Safety Officer

EXEMPT:	No	SALARY	WSOI:	13
DEPARTMENT:	Water Operations	LEVELS:	WSOII:	17
REPORTS TO:	Assistant Water Operations Manager		WSOIII:	23
APPROVED:	September 10, 2025		Lead WSOIII:	32

SUMMARY:

Water System Operator I

Under the general supervision of the Assistant Water Operations Manager, the Water System Operator I (WSOI) performs semi-skilled manual labor in the installation, maintenance, repair of water production and distribution facilities; responds to water conservation enforcement and education; performs routine inspections of service installations; operates a vehicle, small tools, and equipment. This is the entry-level class of the Water System Operator classifications. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Water System Operator II

The Water System Operator II (WSOII) performs all the duties of the WSOI and is distinguished from the WSOI class in that the WSOII utilizes a higher degree of skill and knowledge in the repair and maintenance of water systems. In addition, the WSOII class works more independently, assumes a lead role in tasks, and has licensing beyond what is required for a WSOI. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Water System Operator III

The Water System Operator III (WSOIII) performs all the duties of the WSOI & WSOII and is distinguished from those classes in that the WSOIII performs complex functions in the repair and maintenance of water systems. In addition, the WSOIII class works independently, is responsible in the absence of the Lead WSO III or Assistant Water Operations Manager and has licensing beyond what is required for a WSOII. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Lead Water System Operator III – Production/Safety Officer

The Lead Water System Operator III – Production/Safety Officer performs all the duties of the WSOI, WSOII, & WSOIII and is distinguished from those classes in that the Lead WSO III – Production/Safety Officer performs advanced duties beyond those required of WSO I, WSOII, & WSOIII. This position serves as a working lead, directing and coordinating field crews on production operations, overseeing maintenance and adjustments to wells, booster stations, pumps, motors, chemical feed systems, SCADA/telemetry systems, while ensuring compliance with safety and water quality standards. This position carries field-level Safety Officer responsibilities, focusing on oversight of safety protocols, on-site audits, hazard assessments, and coordination of employee training to ensure a safe working

environment in accordance with District standards and federal and state regulations. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Lead Water System Operator III – Construction/Safety Officer

The Lead Water System Operator III – Construction/Safety Officer performs all duties of the WSO I, WSOII, & WSOIII and is distinguished from those classes in that the Lead WSO III – Construction/Safety Officer performs advanced duties beyond those required of WSO I, WSOII, & WSOIII. This position serves as a working lead, directing and coordinating field crews on construction projects, coordinating with contractors, ensuring compliance with safety and regulatory requirements, and handling specialized tasks related to infrastructure development. This position carries field-level Safety Officer responsibilities, focusing on oversight of safety protocols, on-site audits, hazard assessments, and coordination of employee training to ensure a safe working environment in accordance with District standards and federal and state regulations. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES: (Responsibilities and duties may include, but are not limited to, the following)

Requirements for Water System Operator I Class:

- Conducts daily inspections and records readings of District facilities.
- Conducts monthly reservoir inspections.
- Greases and changes oil on pumps, motors, and engines in accordance with established guidelines.
- Assists in performing repairs or adjustments to operating equipment to wells, plants, or pumping stations.
- Cleans tanks and other equipment; maintains structures and grounds.
- Investigates customer complaints involving malfunctioning meters, leaks, high water bills, low and/or high pressure, water quality, etc.
- Communicate results of investigations to customers on-site.
- Discusses problems and concerns with customers and attempts to resolve their needs courteously and in a timely manner.
- Notifies customers of planned and/or emergency shutdowns of water system via door tags and/or requesting the appropriate customer service personnel to contact customers.
- Refer customers to appropriate lead or customer service personnel for problem/complaint resolution, if necessary.
- Documents action taken on service orders and water conservation door tags.
- Submits service orders and daily time sheet promptly.
- Locks off water service during shut-off days when necessary.
- Flushes distribution mains for water quality control.
- Shuts down main lines in emergencies.
- Installs water lines, fire hydrants, meters; potholes existing lines, digs trenches by hand or with equipment, and assists with construction inspections.
- Transports materials, tools, and equipment; loads and unloads parts and materials.
- Operates regular specialized equipment, such as: Backhoes, dump trucks, mixers, bypass pumps, generators, combination cleaners, air compressors,

- and other equipment, as necessary.
- Operates and maintains water distribution system lines, storage tanks, wells, control valves, and booster stations.
- Inspects District distribution system for proper operation, safety, and regulatory compliance.
- Tests chlorine residuals and maintains chlorine levels to ensure water quality.
- Responds to emergency calls on a 24-hour basis; performs “on call” duties with a 1-hour or less response time; on-call duties are performed in all weather conditions, including inclement weather.
- Performs preventative maintenance work on pumps, motors, valves, generators, compressors, and pulls, replaces, or repairs, as necessary.
- Manually turns pumps on and off, opens and closes valves.
- Repairs and/or replaces screens, vents, and fences at all sites.
- Operates District vehicles and equipment.
- Performs daily checks of vehicles and keeps records of vehicle maintenance.
- Performs technical work in the reading, testing, repairing, replacing, and installation of residential and commercial water meters.
- Locates and reads residential, commercial, and irrigation water meters using both manual and AMI meter system methods; may involve digging to uncover the meter.
- Confirms that meters are functioning properly, and reports broken glass, lids, boxes, and other meter defects.
- Checks consistency of meter readings and reports unusual findings.
- Cleans out flooded and/or buried meters, replaces or makes minor repairs on leaking, damaged, or malfunctioning meters.
- Maintains production facilities.
- Tests water meters to ensure accuracy.
- Inspects for possible source of leakage and determines if leak is the customer’s and/or District’s responsibility.
- Responds to telemetry failures and maintains pressure control valves.
- Make minor adjustments to production facilities on telemetry system (SCADA).
- Assists with enforcement of conservation ordinance and customer awareness, including completing reports and forms, reviewing problems with customers, making suggestions to customers, demonstrating community involvement in education and awareness; complies and enforces the District’s water conservation ordinance by observing and reporting water conservation violations and/or water theft throughout the District.
- Reviews plans in reference to meter locations and installations.
- Performs other duties as required.

Additional Requirements for Water System Operator II Class:

- Orders parts and conducts inventory.
- Make decisions within scope of responsibility.
- Operate a backhoe and excavator skillfully.
- Takes water quality samples throughout the system, including wells and reservoir sites.
- Make adjustments to production facilities on Supervisory Control and Data Acquisition (SCADA) system to ensure proper operation of District facilities.
- Regulates and controls the amount of chemicals used to maintain specified water treatment requirements.
- Demonstrates continuous effort to improve operations, decrease turnaround

times, streamline work processes, and work cooperatively and jointly to provide quality customer service and establish effective customer relations.

Additional Requirements for Water System Operator III Class:

- Assumes a leadership role when working with other Water Operators.
- Acts as lead in the absence of the Lead WSO III or Assistant Water Operations Manager.
- Acts as backup to the Water Quality/Conservation Specialist.
- Prepare written reports as required.
- High-level usage of the District's SCADA system and GIS Mobile/Desktop application (or similar).

Additional Requirements for Lead Water System Operator III – Production/Safety Officer:

- Lead and coordinate production crews on daily operations of wells, booster stations, reservoirs, and pumping facilities.
- Conduct employee evaluations, provide verbal and written feedback, and make recommendations to management regarding performance and discipline, while promoting teamwork and crew cohesion.
- Oversee mechanical and electrical maintenance of production equipment and make SCADA/telemetry adjustments, as necessary.
- Oversee field safety practices by coordinating and delivering required safety training, conducting on-site hazard assessments and audits, and monitoring proper use of safety equipment.
- Document and report field safety issues and recommendations to management for follow-up.
- Water Use Efficiency Grade I Certification is desirable but not required for this position.

Additional Requirements for Lead Water System Operator III – Construction/Safety Officer:

- Lead and coordinate construction crews on complex projects
- Conduct employee evaluations, provide verbal and written feedback, and make recommendations to management regarding performance and discipline, while promoting teamwork and crew cohesion.
- Oversee mainline extensions, service line installations, hydrant placements, and other distribution system improvements, ensuring compliance with District specifications.
- Serve as primary liaison with contractors, developers, and inspectors.
- Operate and direct heavy equipment (e.g., backhoes, excavators, dump trucks)
- Oversee field safety practices by coordinating and delivering required safety training, conducting on-site hazard assessments and audits, and monitoring proper use of equipment.
- Document and report field safety issues and recommendations to management for follow-up.

CERTIFICATES, LICENSES, REGISTRATIONS:

Requirements for Water System Operator I Class:

- Valid, unrestricted, Class C California Driver's License issued by the California

Department of Motor Vehicles.

- Proof of safe driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration.
- State of California Water Treatment Operator Certificate Grade T1 and Distribution Operator Certificate Grade D1, or ability to obtain one certification within 1 year of employment and second certification within 2 years of employment.
- Operators must complete the designated number of contact hours (continuing education/training requirements) to maintain the required certifications as a condition of continued employment.

Additional Requirements for Water System Operator II Class:

- Must possess State of California Water Treatment Operator Certificate Grade T1 and Distribution Operator Certificate Grade D2.
- Must possess a valid Class A Commercial Driver's License (CDL) issued by the California Department of Motor Vehicles with HAZMAT and Air Brake endorsements.

Additional Requirements for Water System Operator III Class:

- Must possess State of California Water Treatment Operator Certificate Grade T2 and Distribution Operator Certificate Grade D3.
- Possession of, or the ability to obtain, San Bernardino County Backflow/Cross Connection Tester Certification.

Additional Requirements for Lead Water System Operator III/Safety Officer Class:

- Possession of, or the ability to obtain, 30-Hour OSHA Outreach Training Certificate for General Industry or Construction Industry.

EDUCATION AND/OR EXPERIENCE:

Requirements for Water System Operator I Class:

- High school diploma, or equivalent required.
- Coursework and continuing education and training related to water distribution/production/quality.

Additional Requirements for Water System Operator II Class:

- Minimum of three (3) years of experience and/or training providing knowledge, skills, and abilities cited above with increasing responsibility, performance, proficiency, and competency.

Additional Requirements for Water System Operator III Class:

- Minimum of five (5) years of experience and/or training providing knowledge, skills, and abilities cited above with increasing responsibility, performance, proficiency, and competency.
- Construction project management and pipeline inspection, desired.

QUALIFICATION REQUIREMENTS:

The requirements listed below are representative of the knowledge, skill and/or ability required.

KNOWLEDGE OF:

Requirements for Water System Operator I Class:

- Materials and equipment used in water pumping facilities.

- Proper work safety standards.
- Methods, materials, and equipment used in water system maintenance and repair.
- MS Office Suite, including Excel, Word, and Outlook desired.

Additional Requirements for Water System Operator II Class:

- MS Office Suite, including Excel, Word, and Outlook.
- SCADA System experience.

Additional Requirements for Water System Operator III Class:

- Communication skills, including satisfactory writing free of grammatical and spelling errors.
- Advanced SCADA system operation and monitoring practices.
- Intermediate/Advanced MS Office Suite (Excel, Word, Outlook) experience for data tracking and reporting.
- Report writing and electronic report submission to various agencies.
- Construction and project management knowledge desired.
- Pipeline inspection and local laws, regulations, and permit requirements for construction.

Additional Requirements for Lead Water System Operator III Class - Production:

- Advanced principles of operation and maintenance for wells, booster stations, pumps, motors, chemical feeds, and telemetry.
- Electrical and mechanical troubleshooting for production facilities.
- OSHA/Cal OSHA field safety protocols, hazard assessment, and training coordination.
- Principles of employee evaluation, feedback, and teambuilding in a lead capacity.
- Applicable local, state, and federal regulations and District standards related to water production operations.

Additional Requirements for Lead Water System Operator III Class - Construction:

- Advanced methods, materials, and equipment used in water distribution system construction and maintenance.
- Heavy equipment operation and safety practices for construction projects.
- OSHA/Cal OSHA field safety protocols, hazard assessment, and training coordination.
- Principles of employee evaluation, feedback, and teambuilding in a lead capacity.
- Applicable local, state, and federal regulations and District standards related to distribution system construction.

ABILITY TO:

All Classes:

- Respond within one (1) hour to assigned work location (required).
- Comply with all District policies, procedures, rules, and regulations, including all safety standards.
- Attend safety-related training, as necessary.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Perform a variety of basic work assignments in the installation,

- maintenance, and repair of water pumping facilities.
- Operate motor vehicles and power-driven equipment used in water service work.
- Tactfully and courteously interact with the public.
- Follow oral and written directions.
- Establish and maintain cooperative working relationships.
- Read and interpret piping and distribution diagrams.
- Read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Draft routine reports and correspondence.
- Maintain communication with administrative staff via two-way communication devices, such as radio or telephone.
- Work independently on job assignments.
- Add, subtract, multiply, and divide in all units of measurement, using whole numbers, common fractions, and decimals.
- Apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Problem solving involving several variables in various situations.
- Work weekends and holidays.

TYPICAL PHYSICAL DEMANDS:

The physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

All Classes:

- Perform heavy manual labor and work outdoors in varying weather conditions.
- Work in desert and mountainous areas and remote locations.
- Work in an environment with possible exposure to dust, dirt, fumes, vapors, noise, inclement weather, and significant temperature changes.
- Drive in all weather conditions.
- Regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds.
- Read small numbers, dials, and gauges accurately.
- Ability to stoop, kneel, crouch, crawl, and climb during field repair work.
- Stand and walk for extended time periods and on uneven terrain.
- Hearing and vision within normal ranges with or without correction.
- Write or use a keyboard to communicate through written means.
- Perform simple grasping and fine manipulation of objects.
- Travel frequently by automobile in conducting daily District business.
- Climb 25 feet, or higher, and work at sustained heights for extended periods of time.
- May be exposed to moving mechanical parts, high places, toxic or caustic chemicals, and areas where there is a risk of electrical shock.
- Work in an environment containing moderate noise levels.