



Waterworks Operator (I, II, III, IV, V)

The James City Service Authority seeks an individual to perform experienced work operating, maintaining and repairing the James City Service Authority's (JCSA's) Water Production Section's facilities, equipment and related appurtenances. There are five levels of Waterworks Operator distinguished by the level of the work performed and the qualifications of the employee and the requirements of the position being filled. The work location and the Water System/Facility classification being operated will dictate the minimum level of Waterworks Operator required.

Salary Negotiable depending on qualifications plus [Full-Time County Benefits](#).

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Classification Title	Salary Range	Salary
Waterworks Operator I	Grade 10	\$41,167 / yr or higher DOQ
Waterworks Operator II	Grade 11	\$44,016 / yr or higher DOQ
Waterworks Operator III	Grade 12	\$47,075 / yr or higher DOQ
Waterworks Operator IV	Grade 13	\$50,370 / yr or higher DOQ
Waterworks Operator V	Grade 14	\$53,909 / yr or higher DOQ

Responsibilities:

- Operates, maintains, and repairs mechanical and electrical systems at Water Production Section's facilities, equipment and appurtenances including maintenance, diagnosing issues, operating, adjusting, and mechanical problems and repairs.
- Operates, monitors and records data in the operation of the distribution system including pressures, tanks levels, flow rates and water quality through a computer-based system and makes necessary adjustments at facilities to meet water supply quality and quantity requirements.
- Monitors, operates and tests facility operation including recording flows, pressures, levels, run times, calculates production quantities, records water quality parameters and assess process performance; operates and maintains chemical feed systems and performs analytical tests and calculations to determine appropriate treatment and feed rates.
- Records and maintains operational and laboratory data including the performance of a variety of chemical testing including but not limited to pH, chlorine residual, alkalinity, conductivity and orthophosphate, and determines needed adjustments based on results; collects water samples as required by regulatory agencies including assorted chlorine residual, chemical and bacteriological samples as needed; follows up and coordinates with lab on test results.
- Calibrates water analytical instruments through the use of known standards.
- Calculates disinfection doses for water system, and tanks; operates and maintains disinfection equipment.
- Serves as competent person directing maintenance operations during confined space entry activities as the entry supervisor; oversees employees associated Lockout/Tagout Procedures.
- Ensures efficient operation of the Water Production Section's facilities; maintains established water quality standards by monitoring well operations; adjusting pumping rates to maintain proper mix ratios between aquifers; collecting water samples; performs tests for conditions such as turbidity, conductivity, salinity, chlorine titrations and PH; performs administrative work maintaining facility or vehicle specific inventory; ordering items as necessary; initiates work orders, etc.

Requirements:

- Any combination of education and experience equivalent to a high school diploma; and some experience in the inspection, maintenance and repair of water production facilities preferred.

- Must possess, or be able to obtain within the time frame dictated, the appropriate level of Waterworks Operators License.
- Must possess, or be able to obtain within 30 days of hire, a valid Virginia driver’s license and have an acceptable driving record based on James City County’s criteria.
- Must have the ability and tolerance to function in an environment that requires the use of respiratory protection devices.
- Knowledge of water chemistry, sampling and both chemical and biological analytical methods in determining water quality and treatment requirements; mechanical maintenance, plumbing and basic electrical work related to pumps, instrumentation, valves, piping, meters and other water related equipment and processes; EPA, Federal and State laws and regulations that apply to the operation of a Waterworks; analytical techniques and methods including water treatment and processes.
- Skill in use of computer software, especially Microsoft Office Suite.
- Ability to perform mathematical calculations in calculating chemical dosages, converting units of weights and measures and performing laboratory tests, checking of meters, instrumentation and calibration of testing, and pumping equipment verifications.

Position Level	Requirements
Waterworks Operator I	<ul style="list-style-type: none"> • Must possess prior experience in water treatment or operations, or any combination of advanced Technical, Mechanical or Educational experience. • Must obtain Virginia Class IV Waterworks Operator’s License within 12 months of hire. • Continued progression though JCSA Waterworks Operator I and WWO II knowledge, skills and abilities (KSA’s).
Waterworks Operator II (WWO II) Required for all WWO’s operating facilities classified by VDH as Class IV facilities.	<ul style="list-style-type: none"> • Must possess Virginia Class IV Waterworks Operator License and one (1) year experience with the James City Service Authority Water Production Section or Virginia Class III Waterworks Operator License. • Must obtain Virginia Class III Waterworks Operator’s License within (3) years of hire. • Completion of JCSA KSA’s for Waterworks Operator I and WWO II. • Continued progression through JCSA Waterworks Operator III KSA’s.
Waterworks Operator III (WWO III) Required for all WWO’s operating facilities classified by VDH as Class III facilities.	<ul style="list-style-type: none"> • Must possess Virginia Class III Waterworks Operator License and two (2) years of experience with the James City Service Authority Water Production Section, or Virginia Class II Waterworks Operator License. • Must achieve Virginia Class II Waterworks Operator License within two (2) years of receiving Virginia Class III Waterworks Operator’s License. • Completion of KSA’s for JCSA Waterworks Operator WWO I/II/III. • Continued progression through JCSA Waterworks Operator IV KSA’s.
Waterworks Operator IV (WWO IV) Required for all WWO’s operating facilities classified by VDH as Class II facilities.	<ul style="list-style-type: none"> • Must possess Virginia Class II Waterworks Operator License and three (3) years of experience with the James City Service Authority Water Production Section or Virginia Class I Waterworks Operator License. • Completion of KSA’s for JCSA Waterworks Operator WWO I/II/III/IV. • Continued progression through JCSA Waterworks Operator V KSA’s.
Waterworks Operator V (WWO V) Required for all WWO’s operating facilities classified by VDH as Class I facilities.	<ul style="list-style-type: none"> • Must possess Virginia Class I Waterworks Operator License and two (2) years of experience with the James City Service Authority Water Production Section. • Completion of KSA’s for all levels of JCSA Waterworks Operator.

[Click here](#) for full job description. Accepting applications until position is filled. Cover letters and resumes may also be attached, but a fully completed application is required in order for your application to be considered.

Only online applications to our website will be considered. To apply, please visit the James City County Career Center at <https://jobs.jamescitycountyva.gov>