

**O'Connor Tract Co-Operative Water Company**  
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**650-321-2723**

### **Part or Full-Time Water Operator – Job Description**

The O'Connor Tract Co-Operative Water Company is a small, member-owned co-operative water company supplying well water to 3,000 residents of portions of Menlo Park and East Palo Alto.

O'Connor Water is looking to hire a water operator with a D1 or D2 license. While a D2 licensed operator is preferred, D1 operators are encouraged to apply if you're willing to get your D2 license within 2 years.

The successful candidate will fit one of these two job descriptions:

- 1) Someone willing to work part-time initially from 10 to 24 hours a week, but who is also interested in the prospect of three-quarters or full-time work in a few years, or,
- 2) Someone willing to work only part-time from 10 to 24 hours a week.

Part-time hours can be scheduled around another part-time job, but at least some of the hours need to be during weekday business hours.

This operator will work alongside the chief water operator, learn the systems, and depending on the profile above, work towards taking over responsibilities and leadership for the Company's operations once the current chief operator retires in a few years.

This operator will also need to be available off hours in the case of emergencies. O'Connor Water pays time and a half for emergencies (primarily leaks) that require off-hours troubleshooting and possible off-hours repair (off hours are weeknights and weekends). As a result, this operator will need to live within a 1-hour drive of Menlo Park.

Duties involve outdoor work, occasionally working wet, and ability to lift and carry heavy items and use plumbing tools. Will train. Requires proficiency with email, text, responsiveness to phone requests, and Internet research for regulatory requirements. A detailed list of roles and responsibilities (typical of a licensed water operator) will be provided to those interested.

Minimum requirement: At least 3 years of water operations experience, at least 3 years of experience with a D1/D2 license and a valid California driver's license.

Compensation is competitive and depends on level of experience.

Please send your resume to [occonnorwater@gmail.com](mailto:occonnorwater@gmail.com).

## Tasks include:

### Daily:

- Check pressure chart
- Turn on and evaluate pumps
- Observe main and pressure tanks and fill with air as necessary
- Be available by cell phone for customer calls
- Take corrective action on leaks and other problems
- When the manganese treatment plant is up and running, monitor controls and adjust as needed; T2 license will be required.

### Weekly:

- Check compressor and motors
- Maintain grounds

### Bi-Monthly

- Maintain sample sites and sample from them

### Monthly:

- Check pumped amount from each well
- Check pumps and motors and repair as needed
- Test generator and check fuel
- Read meters and record readings
- Inform secretary and president about customer service outcomes
- Attend monthly board meetings

### Annually:

- Cathodic protection: interface with cathodic protection contractor
- Flush hydrants in a rotating schedule and test water for manganese and other chemicals
- Exercise valves and report problems
- Check water levels in wells

### As needed:

- Run or check chlorinator (chlorination will be automated once the treatment plant is running)
- Run chlorinator after main breaks
- Purchase parts (and be reimbursed, or will have Company credit card)
- Coordinate with contractors
- Repair leaks on mains, valves, curb stops, and meters
- Install service connections
- Evaluate problems
- Communicate by email, phone, and text with members (customers), other personnel, and board members with good follow-up
- Respond to Underground Service Alert requests to mark utilities
- Take corrective action when needed on leaks and other problems
- Eventually learn to respond to State regulatory requirements such as composing annual Consumer Confidence Report
- Eventually assume leadership on scheduling regulatory tasks such as annual sampling, developing maintenance protocols, record keeping, etc.