

BURNEY WATER DISTRICT SENIOR LEAD UTILITY OPERATOR

DEFINITION

Under general supervision, operates equipment, treatment facilities, pump/lift stations, and related appurtenances as found in a water/wastewater treatment plant, water distribution system, and wastewater collection system; takes periodic samples and performs standardized tests to ensure proper operation within established guidelines; performs preventive maintenance and repairs; and related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direct or general supervision from Utility CPO/LRO and/or District Manager or designee. Lead Utility Operators have the responsibility to regularly direct and lead the Utility Operators in water/wastewater treatment plant, water distribution system, and wastewater collection system functions and projects. Assists the District Manager in exercising technical and functional supervision over operations staff.

CLASS CHARACTERISTICS

This is a lead worker class in Utilities operations and serves as a senior member of the utilities systems crew. This position is required to have a thorough working knowledge and understanding of the District water/wastewater treatment plant, water distribution system, and wastewater collection system. Responsibilities include assisting the District Manager in planning, organizing, supervising, reviewing, and evaluating the work of operations and maintenance staff. Incumbents are expected to independently perform the full range of operations and maintenance duties for District utilities. Incumbents in this class are required to perform qualitative and quantitative analysis. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Monitors plant operations equipment and processes to ensure compliance with environmental and public health standards, including monitoring and adjusting to optimize efficiency, making chemical dosage changes, changing pumping rates, and monitoring all equipment.
- Operates valves, pumps, and automated controls to regulate the flow of water/wastewater through the system.
- Reviews and analyzes automated information and control system data and revises equipment settings as appropriate; notifies supervisor of unusual situations and makes inspections or corrects system problems as necessary.
- Reads, records, and calculates readings of meters and gauges; interprets information into operational characteristics; makes process adjustments per information gathered, samples collected, readings, and records.
- Collects water/wastewater, sludge, and other samples from various phases of the treatment process; performs standard chemical and physical tests on these samples to ensure that the treatment process is operating effectively and that regulatory requirements are being met.
- Interprets and performs routine laboratory and process tests to optimize treatment plant performance, monitors the results, and recommends potential operational changes to the Lead.
- Performs proper usage and handling of chemicals per industry standards.

- Performs preventive maintenance on a variety of equipment, such as electric motors, engines, gas and electric powered pumps, drive units, emergency systems, power generation systems, pressure and flow regulators, and other fixtures and appliances.
- Lubricates pumps, motors, chains, conveyors, blowers, chlorinators, sprinklers, rotation distributors, scrapers, filter screens, and other machinery and equipment; removes blockages; replaces worn parts; participates in determining equipment problems and suggesting methods of minimizing such problems in an operational setting.
- Performs fabrication of piping and other systems as necessary to maintain operation of treatment plant facilities and equipment.
- Performs inspection, construction, maintenance, and repair activities of water distribution and wastewater collection systems; checks, cleans, and repairs systems and treatment plant lines, pits, screens, tanks, and mechanisms; shuts down appropriate parts for repair and returns to service once repair is completed.
- Operates a variety of vehicles and heavy equipment; including but not limited to pick-up trucks, Hydro-Vac; front end loader, and forklift.
- Operates a Hydro-Vac and trailer mounted jetter for hydro-flushing District sewer lines.
- Operates and maintains a variety of hand and power tools and equipment related to work assignments as instructed.
- Locates and marks underground utilities in accordance with Underground Service Alert (USA) regulations.
- Performs pretreatment inspections and tests of industrial and commercial waste disposal systems to ensure compliance with ordinances and permit requirements.
- Performs a variety of general and ground maintenance activities, including mowing, edging, and trimming landscaped areas as scheduled, weed abatement, and painting facilities and equipment when needed; assists in maintenance painting of plant machinery, equipment, piping, and other structures; maintains work areas in a clean and orderly condition, including securing equipment at the close of the workday.
- Responds to operations, maintenance, and repair emergency situations as required.
- Maintains records and logs of daily activities; prepares reports as necessary.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Leads trains and participates with assigned operators in the operation and maintenance of the District water/wastewater treatment plant, water distribution system, or wastewater collection system.
- Makes inspections and reports conditions to assure adherence to maintenance and operations procedures; assures and assists in work necessary to keep work areas in a clean and orderly condition.
- Requisitions materials, supplies, and equipment; reports the need for unusual items; may recommend repairs and improvements.
- Provides for the instruction of new operators and is responsible for safe working conditions.
- Maintains surveillance of the operating efficiency of mechanical and electrical systems.
- Assists in the development and implementation of goals, objectives, policies, and priorities; works closely with contractors and engineers on improvement projects.
- Utilizes computerized asset management and maintenance software (i.e. CityWorks or equal); issues and monitors work orders and closes work orders when complete; maintains employee work time and schedules; keeps records; prepares necessary reports, logs, and activities.
- Reviews work projects in process and at completion, including contractor coordination and direction.
- Keeps records and makes reports on materials, equipment used, and employees' time spent on various projects.
- Responds to customer inquiries; evaluates situations; makes determinations.
- Develops, implements and oversees a variety of safety programs. Facilitates safety meetings and enforces safety regulations.

- Operates heavy equipment as needed.
- Assures all operations are conducted in conformance with established policies, procedures, and standards established by the District and Cal OSHA.
- Keeps records and prepares reports.
- Reports activities and conditions to utilities division manager.
- Performs related work as required.

QUALIFICATIONS

Knowledge of:

- Basic principles, practices, tools, and materials as they relate to the operation, cleaning, and preventive maintenance of water/wastewater treatment plants, water distribution systems, and wastewater collection systems, and their associated facilities, and equipment.
- Basic principles and practices of record-keeping methods.
- Safe driving rules and practices.
- Basic computer software related to work.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Operation and preventive maintenance of piping systems, including pipes, valves, and related appurtenances.
- Standard chemical and physical tests of water, wastewater, sludge, and related materials.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures.
- Basic equipment troubleshooting principles and practices.
- Basic mechanical, electrical, and hydraulic principles.
- Basic arithmetic and statistical techniques.
- Use computers and a variety of computer software programs. record and log data.
- Safe work methods and safety practices pertaining to the work, including the handling and storage of hazardous chemicals.
- Basic principles and practices of qualitative and quantitative chemistry, mathematics, biology, and bacteriology; sampling procedures and equipment; safe work practices.
- Knowledge of principles and practices of effective supervision.

Appropriate to certification level ability to:

- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and light to heavy equipment required for the work.
- Perform routine equipment maintenance.
- Maintain accurate logs, records, and basic written records of work performed.
- Operate a motor vehicle safely.
- Understand and follow oral and written instructions.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
- Be on standby duty and respond to after-hours emergencies.
- Operate, maintain, and repair a variety of water/wastewater treatment plants, water distribution systems, and wastewater collection systems.
- Recognize and correct or report unusual, inefficient, or dangerous operating conditions.
- Read a variety of gauges, charts, and meters, record data accurately and make appropriate process adjustments.
- Perform the daily duties of the lab analyst.
- Conduct standard chemical and physical tests of water, wastewater, sludge, and related materials.
- Handle hazardous chemicals in a safe manner.
- Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.

- Assist in the development and implementation of all safety programs.
- Set up and operate traffic area construction zones, including cones, barricades, and flagging.
- Locate underground utilities by use of blue prints and electronic locating equipment in accordance with Underground Service Alert (USA) regulations.
- Read, interpret, and apply technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.
- Make accurate mathematical calculations.
- Diagnose operating problems and take effective courses of action.
- Follow department policies and procedures related to assigned duties.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain effective working relationships.
- Organize time, staff and materials to meet deadlines.
- Identify problems, research and analyze relevant information, develop and present recommendations, and justification for solution.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade.

Supplemental specialized training in an area of water/wastewater treatment plants, water distribution systems, and/or wastewater collection systems and/or maintenance or related field and (5) years of experience relevant to the required state certifications.

One (1) year of lead or supervisory experience preferred.

Licenses, Certifications and Minimum Step requirements:

- Possession of a valid Class B California driver's license with appropriate endorsements if required.
- Possession of (at a minimum) the following Certifications:
 - Grade II Wastewater Treatment Plant Operator certificate issued by the State Water Resources Control Board (SWRCB)
 - Grade II Water Treatment Plant Operator certificate T2 issued by the State Water Resources Control Board (SWRCB).
 - Grade II Water Distribution Operator certificate D2 issued by the State Water Resources Control Board (SWRCB).

All certifications must be continuously maintained.

Advancement in this class through steps one to four are accomplished by:

- job performance
- years of experience
- demonstration of knowledge and skill

To be eligible for step five requires the following:

- All of the above water certifications for steps one to four, and a
- Grade III Wastewater Treatment Plant Operator certificate issued by the State Water Resources Control Board (SWRCB)

PHYSICAL DEMANDS

Must possess mobility to work in and around standard water/wastewater treatment plants, water distribution systems, and wastewater collection systems, strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces, around machines and to climb and descend ladders, and to operate varied hand and power tools and equipment; vision to read printed materials and a computer screen; color vision to read gauges and identify appurtenances; and hearing and speech to communicate in person and over the telephone or radio. The job involves frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds, and heavier weights with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees work partially indoors and partially in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances, odors, and fumes. Employees interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Required to be on-call as needed and to work various shifts evenings, weekends, holidays, and emergencies. Must maintain a 30-minute distance and 45-minute response time when assigned to on-call duties.

On-call assignments will be based on District needs and state requirements and are a requirement of this position.

TOOLS & EQUIPMENT USED

Motor vehicle, heavy equipment, commercial rated vehicles, generators, pumps, gauges, common hand and power tools, shovels, wrenches, detection devices, mobile radio, telephone, calculator, and a variety of lab equipment.

SELECTION GUIDELINES

Formal application, rating of education and experience, oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.