

LEAD OPERATOR

DEFINITION

Under general supervision, administers the District's water quality program; administers the District's safety and loss prevention programs; organizes, plans, and assists in scheduling all necessary resources to accomplish operations and maintenance activities; performs a variety of skilled tasks in the installation, maintenance, and repair of the District's water distribution system and infrastructure, and District facilities; performs a variety of skilled tasks in the operation, control, and maintenance of the District's water production systems and facilities; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Operations Manager. May exercise technical and functional direction and training to assigned staff.

CLASS CHARACTERISTICS

This is an advanced journey-level class responsible for administering various District programs such as water quality, safety and risk management, operations and maintenance planning, fleet services, and inventory management. Incumbents also perform the full range of technical duties required to ensure that the District's infrastructure, systems, and facilities are maintained in a safe and effective working condition. Performance of the work requires the use of independence, initiative, and discretion. Incumbents are assigned tasks that are varied and complex, requiring the use of discretion and independent judgment within established guidelines, and ensuring the efficient and effective functioning of operations and maintenance areas. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver work products or services. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements. This position is distinguished from the Operations Supervisor in that the latter is the full supervisory-level class in the series responsible for organizing, assigning, supervising, and reviewing the work of assigned staff.

EXAMPLES OF TYPICAL JOB 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.

- Administers the District's water quality program by utilizing Supervisory Control and Data Acquisition System (SCADA) to ensure efficient operation of the water treatment and distribution systems including wells, water storage tanks, pump stations, and hydrants.
- Monitors and controls the operation of water distribution and storage systems, including monitoring nitrification and coliform levels; performing chemical pump drawdowns; adjusting flows; and calculating, adjusting, and setting optimal chemical dosage levels by adjusting chemical feeders.
- Observes variations in operating conditions by interpreting meter, gauge, graph readings, and tests results to determine pressure and flow requirements to meet demand.

- Prepares and maintains detailed logs, records, and reports on a variety of water production system operations, tests, system maintenance performed, operating conditions, and inspection results; submits reports to regulatory agencies such as the State Water Resources Control Board (SWRCB).
- Takes samples from sampling stations located throughout the District's service area to measure system performance and to ensure compliance with water quality standards; performs basic water quality analysis tests; delivers samples to the laboratory for further testing and analysis; maintains records and databases.
- Receives and responds to service calls and customer complaints regarding water quality.
- Administers the District's safety program, including maintaining the Injury and Illness Prevention Program; reviews and investigates reports of accidents, identifies any violations, and develops reports for the General Manager; identifies and coordinates training for staff; conducts regular, ongoing safety meetings with staff; administers the safety incentive program; maintains accurate records and reports.
- Administers the District's loss prevention program, including receiving incident reports, investigating loss, and coordinating claim processing with third-party insurance companies.
- Organizes, plans, and schedules all necessary tools, equipment, and vehicles needed to accomplish operations and maintenance activities; maintains inventory of parts, tools, and equipment.
- Estimates costs of operations, maintenance, repair work, supplies, equipment, and materials; orders supplies and equipment for work projects; maintains records of purchase orders; assists in developing budget figures for assigned area of responsibility; monitors expenditures.
- Coordinates the fleet maintenance program, including implementing preventative maintenance program, coordinating major maintenance and repair with contractors, completing and maintaining fuel tank inspection reports, and ensuring compliance with environmental and regulatory requirements.
- Performs construction, maintenance, repair, and inspection of District facilities.
- Performs the duties of a Water System Operator, as assigned, including responding to after-hours emergencies, assisting other staff as needed and in emergency or relief situations, and performing on-call, stand by duty on a regular basis.
- Identifies opportunities for improving service delivery methods and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.
- Ensures compliance with various water quality and regulatory requirements, such as Environmental Protection Act, National Pollutant Discharge Elimination System (NPDES), SWRCB, and American Water Works Association standards.
- Inspects assigned District infrastructure for safety issues, structural integrity, and possible future work projects and programs; appropriately marks areas that need to be repaired.
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions.
- May provide technical and functional direction to staff.
- Attends training, meetings, workshops, etc., as required to enhance job knowledge and skills.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices governing water quality program compliance and reporting requirements.
- Policies, regulations, specifications, and requirements governing industrial safety, loss prevention, emergency preparedness, and accident prevention.

- Principles and practices related to planning and scheduling the operations and maintenance of the water distribution and storage systems and facilities, including ensuring the availability of required equipment, tools, and vehicles.
- Principles, practices, tools, and equipment required to operate and control water distribution and production systems and facilities.
- Maintenance principles, practices, tools, and materials for maintaining and repairing water distribution systems, infrastructure, and District fleet and facilities.
- Basic mechanical, electrical, and hydraulic principles.
- The operation and minor maintenance of a variety of hand and power tools, vehicles, and light to heavy power equipment.
- Occupational hazards and safety equipment and practices related to the work such as handling chemicals and working in and around confined spaces.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Traffic control procedures and traffic sign regulations.
- Principles and procedures of recordkeeping and reporting.
- Basic arithmetic related to the work.
- Safe driving rules and practices.
- Basic computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Develop, modify, implement, and coordinate the provision of a variety of safety training and loss prevention pertinent to water operations, including emergency preparedness and environmental compliance.
- Investigate field and office operations in order to implement and provide effective training and safety programs for a variety of staff covering a wide spectrum of operations and areas.
- Conduct safety inspections, identify problems, and work in collaboration with external regulatory agencies.
- Work independently and make effective judgments regarding compliance issues.
- Represent the District in matters related to safety, loss prevention, emergency preparedness, and environmental compliance programs as required.
- Plan and schedule operations and maintenance activities while ensuring all necessary tools, equipment, and vehicles needed to accomplish operations and maintenance activities are available.
- Implement and maintain an inventory control system.
- Perform skilled operation and maintenance of water production and storage systems and related infrastructure, facilities, and appurtenances similar to those at the District.
- Safely and effectively use and operate hand and power tools, mechanical equipment, and light to heavy equipment required for the work.
- Understand, apply, and ensure compliance with applicable federal, state, and local laws and regulations, and District policies and procedures.
- Make accurate arithmetic calculations.
- Set up and operate traffic area construction zones, including cones, barricades, and flagging.
- Read, interpret, and apply technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.
- Follow department policies and procedures related to assigned duties.

- Maintain accurate logs and written records of work performed.
- 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.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural, guidelines.
- Understand, and adhere to established District standards, policies, and procedures.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

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 and five (5) years of experience in construction, maintenance, and repair of water utilities infrastructure, and/or operation, maintenance, and repair of water production systems and related facilities, including lead responsibility and accountability for a major operations and maintenance function.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

In addition, must possess two of the three certifications:

- Possession of a valid Grade II or higher Water Distribution Operator Certificate issued by the California Department of Public Health (CDPH).
- Possession of a valid Grade I Water Treatment Operator Certificate issued by the CDPH.
- Possession of at least one Automotive Service Excellence (ASE) certification required in the Automobile Technician certification series established by National Institute for Automotive Service Excellence.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces and around machines, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle to visit various District sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring 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 weighing up to 80 pounds, or heavier weights with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees work in the field and are exposed to cold and hot temperatures, inclement weather conditions, road hazards, loud noise levels, vibration, confining workspaces, chemicals, mechanical and/or electrical

hazards, and hazardous physical substances and fumes. Employees may interact with upset staff, public and private representatives, and/or contractors in interpreting and enforcing District policies and procedures.

WORKING CONDITIONS

Required to be on-call and to work various shifts or emergencies during evenings, weekends, and/or holidays.