

SENIOR WATER SYSTEM OPERATOR

DEFINITION

Under direction organizes, assigns and reviews the work of personnel assigned to the operation and maintenance of the water treatment and distribution facilities and systems; coordinates, monitors, and provides technical input for assigned water treatment and distribution related projects and programs; performs a variety of technical tasks relative to the assigned functional area; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Public Works Manager. Exercises technical and functional supervision over assigned staff.

CLASS CHARACTERISTICS

This is the advanced journey level in the Water System Operator series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties, and by the nature of the public contact made. Employees perform the most difficult and responsible types of duties assigned to classes within this series, including providing technical and functional supervision over assigned personnel and perform technically complex duties related to substations. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

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.

- Plans, prioritizes, leads, and reviews the work of assigned staff in the water treatment and distribution operations.
- Develops schedules and methods to accomplish assignments ensuring work is completed in a safe, timely and efficient manner.
- Participate in evaluating the activities of staff, recommending improvements and modifications.
- Monitors operations and activities of the water operations work unit; recommends improvements and modifications and prepares various reports on operations and activities.
- Provides and coordinates staff training; works with employees to correct deficiencies.
- Determines and recommends equipment, materials, and staffing needs for assigned operations projects and programs; maintains a variety of records and prepares routine reports related to operations.
- Orders supplies and tools as necessary; prepares documents for equipment procurement; participates in informal bid processes for repair and construction projects as necessary.
- Performs the most complex water operations duties and provides technical assistance to crews.
- Troubleshoots operational and maintenance problems; corrects and directs the correction and repair of operational and/or equipment problems.
- Inspects for safety violations; ensures that safety procedures are followed, and the safety

- equipment is maintained; makes periodic safety presentations to plant staff.
- Answers questions and provides information to the public; investigates complaints; recommends corrective actions to resolve issues.
 - Maintains logs and records of work performed; prepares periodic reports.
 - Responds to emergency situations as necessary.
 - Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of technical and functional supervision and training.
- Principles and practices of utilities operations.
- Principles, practices, equipment, tools and materials of water treatment and distribution maintenance and process control.
- Electrical, mechanical, hydraulic, system process, instrumentation, and calibration, as they relate to water treatment and distribution system maintenance and process control.
- Applicable Federal, State, and local laws, ordinances, regulations, and guidelines relevant to assigned duties.
- Safety principles, practices and procedures of water treatment facilities and systems, including equipment and hazardous materials.
- The operation and maintenance of a variety of hand and power tools, vehicles, and power equipment.
- Modern office practices, methods, and computer equipment.
- Computer applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for dealing effectively with the public, vendors, contractors, and City staff, in person and over the telephone.
- Techniques for providing a high level of customer service to the public and City staff, in person and over the telephone.

Ability to:

- Provide technical and functional supervision over assigned staff; effectively train staff.
- Perform the most complex duties related to the operations and maintenance of water treatment and distribution systems.
- Analyze, interpret, apply, and enforce Federal, State, and local policies, procedures, laws, and regulations.
- Understand, interpret, and successfully communicate both orally and in writing, pertinent department policies and procedures.
- Develop cost estimates for supplies and equipment.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Maintain accurate records and files of work performed.
- Develop and recommend systems and procedures related to assigned operations.
- Establish and maintain a variety of manual and computerized record keeping and project management systems.
- Make sound, independent decisions within established policy and procedural guidelines.
- Organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment, including computer equipment and software programs.
- Use English effectively to communicate in person, over the telephone, and in writing.

- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience which 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 supplemented by two (2) years of college-level coursework in wastewater treatment utility operations or related field, and four (4) years of increasingly responsible experience in the operations of water treatment and distribution systems and facilities. An Associate of Arts degree is highly desirable.

License:

- Valid California class C driver's license with satisfactory driving record.
- Grade III Water Distribution Operator Certificate issued by the California State Department of Public Health (DPH).
- Grade I Water Operator Certificate issued by the California State Department of Public Health (DPH).

PHYSICAL DEMANDS

Must possess mobility to work in standard office setting and use standard office equipment, including a computer, and to work in water treatment and distribution systems and facilities; strength, stamina and mobility to perform light to medium physical work, to work in confined spaces, around machines and to climb and descend ladders, and 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 necessary to perform job functions.

ENVIRONMENTAL ELEMENTS

Employees work primarily indoors and are exposed to loud noise levels, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes.

Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to work on evenings, weekends and holidays. Participates in after-hours emergency response and on-call and callback assignments.