



CITY OF LAKEPORT

UTILITY OPERATOR I, II, III

Job Description

DEFINITION

Under general supervision, performs skilled work in the operation and maintenance of water and wastewater facilities which includes treatment, distribution and collection systems.

CLASS CHARACTERISTICS

Utility Operator I is the entry level class in this series. Initially under close supervision, incumbents learn and perform a variety of duties in the operation and maintenance of water and wastewater facilities and related infrastructure. This class is alternately staffed with experienced operators. Incumbents may advance to the higher level after gaining experience and demonstrating proficiency which meet the qualifications for the higher level class which includes obtaining various certifications within 12 months of hire.

Utility Operator II is the intermediate class in this series. Individuals have responsibility for the safe and continuous operation of the water and wastewater infrastructure with limited supervision.

Utility Operator III is the journeyman level class in this series. Individuals have responsibility for the safe and continuous operation of the water and wastewater infrastructure with minimal supervision. Performs as the lead operator during the absence of water or wastewater supervisor..

ESSENTIAL FUNCTIONS

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Water Operations:

Operates and monitors the functioning of valves, pumps, PLC's and other equipment to regulate the flow of water through the distribution system to meet daily demands; inspects facilities to maintain proper working order.

Monitors tank and reservoir levels using telemetry systems and by visual inspection and insures adequate levels; reads meters, gauges, charts and instruments; determines daily flow demands for each grade line and storage facility; makes necessary changes in the flow; operates and maintains ozone generators, filters, valves and ozone support equipment; changes chemical cylinders.

Operates and monitors an advanced surface water treatment facility; monitors operations through the use of computer and SCADA; maintains and programs analytical equipment; troubleshoots electrical system problems and makes minor repairs and modifications.

Takes water samples to check for proper disinfection and for contaminants as required by state and federal water quality regulations; performs routine laboratory tests.

Performs record keeping functions such as logging system operations, test results, maintenance work performed, and unusual operating conditions encountered; makes a variety of calculations such as creek flows; prepares reports and maintains files; may collect and enter data into computer system.

Directs and instructs less experienced operators; observes safe work methods and safety precautions related to the work including safe handling and use of hazardous materials; uses appropriate safety equipment.

Provides information to customers or refers to others as appropriate; maintains good public relations, notifies customers as required.

Operates a variety of equipment such as backhoe, dump truck, loader, and forklift; inspects and fuels vehicles; reports the need for repairs and service; observes safe driving practices; operates and maintains a wide variety of hand and power tools and equipment related to work assignments; repairs and maintains shop equipment; fabricates necessary items.

Completes service orders which consists of turn ons, turn offs, high bill investigations, meter reading, water quality complaints and collection activities.

Wastewater Operations:

Operates pumps, valves, and other equipment by hand, mechanical and program parameter (PLC's) means to regulate the flow of wastewater through various treatment processes; maintains flow to assure maximum efficiency of plant equipment.

Takes samples of wastewater and other materials at established times; runs laboratory tests as needed.

Inspects plant equipment and remote facilities and reports any failures or operating difficulties; stops and starts equipment as required for repairs; operates, adjusts and maintains chemical feed equipment to ensure compliance with established standards; troubleshoots electrical system problems and makes minor repairs and/or modifications.

Reads meters, gauges, charts and instruments; changes recording charts and ensures their continuous operation; performs record keeping functions such as logging plant operations, test results, maintenance work performed, and unusual operating conditions encountered; prepares and maintains a variety of computerized and written records.

Uses the SCADA and computers to monitor wastewater treatment operations; checks the computer for alarms, lift station level trending, equipment summary readings and flow totals.

Cleans, lubricates, and performs routine maintenance of plant equipment and facilities; assists in the routine maintenance painting of plant machinery, equipment, piping and structures; assists in the care of grounds adjacent to the work location; assists and performs repairs as necessary.

Participates in the work of a crew engaged maintaining and repairing sewer mains, storm drains and lift stations; assists in the operation of the hydrojetter to clean sewer lines; cleans blockages to sewer lines and storm drains; works on a variety of maintenance crews.

Operates a variety of heavy and light equipment such as backhoe, dump truck, loader and fork lift; uses common hand and power tools and drives a motor vehicle in the performance of the work; observes safe work methods and safety precautions related to the work; repairs a variety of shop equipment and fabricates items as needed.

Other:

Provides after hour 'on-call' coverage as assigned.

24 hour availability required for after hour emergencies.

Works on other public works related crews as assigned.

QUALIFICATIONS GUIDELINES

Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance. Example combinations include:

Utility Operator I: Equivalent to graduation from high school and one year of related experience, preferably in water or wastewater.

Utility Operator II: In addition to the above, a minimum of 2 years of experience in the operation of water or wastewater facilities and possess required certifications.

Utility Operator III: A minimum of 4 years of experience in the operation of water and wastewater facilities and possess required certifications.

Knowledge, Skills and Abilities

Utility Operator I: General knowledge of methods, materials, tools and equipment used in the operation and maintenance of water treatment, wastewater treatment, distribution and collection systems; water/wastewater treatment principles, methods, and practices; electrical systems; shop equipment and machinery; safe work methods and safety practices pertaining to the work; operation and maintenance of a variety of hand and power tools and equipment used in the work; principles of electronics; methods and precautions in storing and handling chlorine and other hazardous gases and chemicals; computer applications related to the work; shop mathematics; applicable laws and regulations.

Utility Operator II: Working knowledge of methods, materials, tools and equipment used in the operation and maintenance of water treatment and distribution systems and water quality assurance work; water treatment principles, methods, and practices; electrical systems; shop equipment and machinery; safe work methods and safety practices pertaining to the work; operation and maintenance of a variety of hand and power tools and equipment used in the work; principles of electronics; methods and precautions in storing and handling chlorine and other hazardous gases and chemicals; SCADA and computer applications related to the work; shop mathematics; applicable laws and regulations.

Ability to accurately read gauges and testing equipment; maintain and prepare a variety of accurate written and computerized records and reports; communicate clearly and concisely, both orally and in writing; detect malfunctions in equipment; establish and maintain cooperative working relationships; learn and perform skilled water treatment and distribution system operation and maintenance work; read and interpret charts and gauges; understand and follow oral and written instructions; calculate chlorine dosages, reservoir volumes, and water production; troubleshoot electrical systems and make minor repairs; fabricate a variety of items; work safely; read and understand maps, blueprints and schematics; operate and maintain tools and equipment used in the work; exercise independent judgement and initiative; work effectively in a crew or individual setting; meet the physical requirements established by the City.

Utility Operator III: Considerable knowledge of methods, materials, tools and equipment used in the operation and maintenance of water treatment and distribution systems and water quality assurance work; water treatment principles, methods, and practices; electrical systems; shop equipment and machinery; safe work methods and safety practices pertaining to the work; operation and maintenance of a variety of hand and power tools and equipment used in the work; principles of electronics; methods and precautions in storing and handling chlorine and other hazardous gases and chemicals; SCADA and computer applications related to the work; shop mathematics; applicable laws and regulations.

Ability to accurately read gauges and testing equipment; maintain and prepare a variety of accurate written and computerized records and reports; communicate clearly and concisely, both orally and in writing; detect malfunctions in equipment; establish and maintain cooperative working relationships; learn and perform skilled water treatment and distribution system operation and maintenance work; read and interpret charts and gauges; understand and follow oral and written instructions; calculate chlorine dosages, reservoir volumes, and water production; troubleshoot electrical systems and make minor repairs; fabricate a variety of items; work safely; read and understand maps, blueprints and schematics; operate and maintain tools and equipment used in the work; exercise independent judgement and initiative; work effectively in a crew or individual setting; meet the physical requirements established by the City.

Ability to lead less experienced operators and effectively operate during the absence of the chief operator.

Special Requirements

Possession of or ability to obtain a Class B California driver's license with Haz Mat, Tanker and Air Brake endorsements and a satisfactory driving record.

Possession of California state-mandated certifications including but not limited to:

Utilities Operator I:

Possession of or ability to obtain within 12 months of appointment:

- California Water Treatment Grade 2 certificate
- California Water Distribution Grade 1 certificate
- California Grade I Wastewater Operator in Training (OIT) certificate

Utility Operator II:

Possession of:

- California Water Treatment Grade 2 certificate
- California Water Distribution Grade 1 certificate
- California Grade I Wastewater Operator in Training (OIT) certificate
- Ability to pass of Grade 1 Wastewater exam within twelve months of appointment
- Two years of experience in water and wastewater treatment

At the Discretion of the Department Head, candidates who have significant experience in one discipline over the other (water or wastewater) and who are certified in that discipline (water or wastewater) may be considered for Utility Operator II provided missing certifications are obtained within twelve months of appointment.

Utility Operator III:

Possession of:

- California Water Treatment Grade 3 certificate
- California Water Distribution Grade 2 certificate
- California Wastewater Treatment Grade 1 certificate
- Two years of experience in water and wastewater treatment
- Four years of experience in water/wastewater

Receive satisfactory results from a background investigation, physical examination, drug testing and administrative screening which meet the established qualification standards.

PHYSICAL PROFILE:

CATEGORY III – HEAVY PHYSICAL EFFORT

DEFINITION

Positions in this category require exceptional physical ability with prolonged periods of heavy physical labor.

CHARACTERISTICS

Positions allocated in this category regularly perform heavy physical labor requiring ability to lift, push, pull, and move heavy objects or materials. This category is distinguished from the moderate physical effort category by the greater physical demand for strength and endurance placed on the incumbent. Heavy physical effort is required while performing such tasks as operating heavy equipment, pouring concrete, masonry work, or preparing soil for landscaping. Physical functions may vary from position, but always involve heavy physical exertion.

OTHER FACTORS

Lifting Heavy: Lifting over 50 pounds, with frequent lifting, pushing and/or carrying weighing over 25 pounds.

Climbing: Ascending or descending ladders, ramps, scaffolding, poles and the like; using feet and legs and/or hands and arms.

Reaching: Reaching above the shoulders to place and/or retrieve objects.

Walking: Ability to walk for prolonged periods of time (usually a minimum of two or more hours per day.)

Standing: Ability to stand with little movement for prolonged periods of time (Usually a minimum of two or more hours per day).

Agility: Ability to move quickly and easily often including the ability to crawl, stoop or bend.

Distant Vision, Acceptable for Driving: Not less than 20/40 in each eye without correction or must correct to 20/40 in each eye and wear corrective lenses whenever driving.

Temperatures: Works in temperature sufficiently high or low to cause marked bodily discomfort.

Chemical or Biological Agents: Regular contact with potentially harmful chemical or biological agents

Fumes: Potential inhalation or contact with smoke, vapors, dust or gasses.

Heavy Equipment: Operates various heavy equipment such as tractors, backhoes, graders, trucks, etc.

Power Equipment: Operates power tools or other machinery that are potentially hazardous.

Work Environment – Outdoors: Ability to work outdoors in all types of weather conditions.

Work Environment – Moving Objects: Ability to work around moving objects, machinery or vehicles.

Work Environment – Surfaces: Ability to walk on slippery or uneven surfaces.

Confined Space Entry: Ability to work in confined spaces using appropriate safety equipment

Heights: Ability to work on surfaces above 20 feet.

CLASS RANGE NO.	Level I = GU 162
CLASS RANGE NO.	Level II = GU 196
CLASS RANGE NO.	Level III = GU 221
FLSA	Non-Exempt
ADOPTION DATE	07/01/2017
REVISION DATE	
APPROVED BY:	