

LEAD WATER PRODUCTION OPERATOR

DEFINITION

Under direction, coordinates, participates, and performs a variety of duties in the operation, construction, inspection, maintenance, and repair of water reservoirs, booster stations, ground water wells, surface and groundwater treatment plants, and water distribution systems for domestic, agricultural, and reclaimed water; provides lead direction to other operators and coordinates with other departments in completion of projects and assignments; provides general assistance to the Water Production Superintendent; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from Water Production Superintendent. Exercises technical and functional direction over and provides training to technical field staff.

CLASS CHARACTERISTICS

This is the advanced and lead level classification in the Water Production Operator series. Incumbents work under direction and exercise a high level of discretion and independent judgment in performing the full range of routine to complex duties associated with the operation, maintenance, and repair of water reservoirs, booster stations, ground water wells, surface and groundwater treatment plants, and water distribution systems for the District's water supply. Incumbents also provide lead direction and supervision to technical and field 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 typical functions of the job.

- Coordinates, participates in, and performs the most complex duties in the troubleshooting, repair, and maintenance of wells, reservoirs, booster pump stations, and water treatment facilities, equipment, and systems; performs advanced operation and testing of pumps and pumping equipment, including liquid level controls, chlorinating equipment, motors, and valves.
- Serves as a distribution and treatment Shift Operator and is in direct charge of the operation of the distribution system and/or treatment plant for a specific period of the day; calculates and adjusts chemical dosages based on test results, plant flows, and plant performance; maintains predetermined water quality parameters; calibrates field chemical analyzer and water treatment plant and laboratory equipment as needed.
- Plans preventative maintenance and coordinates year-round maintenance on the domestic, agricultural, and reclaimed water systems; checks domestic wells, boosters, and storage tanks for operation; maintains chlorination pumps and lines for proper operation; installs, maintains, and repairs disinfection systems at well sites and booster stations.
- Trains operators in all aspects of water treatment, production, and distribution system operation, maintenance, and repair; guides and coaches operators in performance of duties; assists the Water Production Superintendent in training and evaluating the performance of operators.
- Coordinates repairs/replacement of meters, chlorine pumps and lines, as required; orders necessary parts and supplies to perform tasks; performs minor electrical, plumbing, and carpentry work around facilities, as required.

- Reviews and confirms completion of a daily pump route to include inspection of booster pump stations, wells, and water reservoirs; collects water quality samples; reads meters; calculates chemical usage; maintains logs; completes minor repairs to equipment on site; makes proper adjustments to maintain proper flow in water system.
- Performs flow changes at remote stations and coordinates those changes on the District's SCADA system.
- Compiles water production data and coordinates water purchases with suppliers as needed.
- Coordinates the collection of water samples from various locations in the plant and related facilities; oversees chemical and bacteriological tests on processed water and unprocessed lake water; ensures accurate recording of test results.
- Leads and executes a variety of special projects for the Water Production Superintendent as needed; provides input and recommends procedural or policy changes to section operations; drafts and/or revises standard operating procedures (SOPs).
- Ensures the safe operation and security of plant facilities and water production systems and equipment; submits work orders and ensures completion of facilities maintenance and repair.
- Operates a truck, light construction equipment, and hand and power tools used in water system construction and maintenance work.
- Coordinates the maintenance of records for governmental regulatory monthly and quarterly reports for both water quality and safety issues.
- Ensures the daily recording and documenting of system operations, including well, booster station and treatment plant operations, equipment run time, vehicle and generator gasoline usage, production reads, chemical usage, laboratory tests, and schedule of tasks needed to be performed for system maintenance.
- Operates a computer for production system remote monitoring and control; uses software to create and maintain a variety of records and report and maintain operating logs and records.
- Ensures appropriate inventory of parts, tools, chemicals, materials, and equipment.
- Ensures staff comply with the District Safety Manual; coordinates safety meetings; reports all accidents, violations, or infractions to supervisor.
- Represents the section and responds to inquiries from other departments, customers, outside agencies, contractors, and inspectors regarding operational issues; resolves complex customer issues and inquiries.
- Responds to water quality and emergency call out situations as necessary and performs standby duty as assigned.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles of providing functional direction and training.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Applicable federal, state, and local laws, codes, and ordinances relevant to the area(s) of responsibility.
- Materials, methods, techniques, and terminology used in operation, maintenance, and repair of
 - mechanical and electrical equipment and systems related to the District's water production facilities
 - Operating and maintenance characteristics of various flow control and pressure valves.
 - Water quality sampling and testing principles and practices.
 - Principles and practices used in the maintenance and repair of electrical and electronic

equipment and systems including control systems, SCADA systems, instrumentation, and electric motors.

- Hydraulic principles.
- Methods and techniques of performing diagnostic troubleshooting services.
- Methods and techniques utilized in construction and fabrication work.
- Principles and practices of surface water treatment and groundwater treatment.
- Math principles used in the application of water treatment processes.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition and grammar.
- Modern equipment and communication tools used for business functions and program, project and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, organize, and coordinate the work of assigned staff.
- Effectively provide staff leadership and work direction.
- Evaluate work performance and provide feedback.
- Perform a variety of duties involved in the operation, maintenance, and repair of water production facilities and related equipment.
- Monitor and adjust plant processes to maintain water quality standards.
- Test water for water quality standards and make chemical dosing adjustments.
- Create, utilize, and interpret spreadsheets and maintain and update accurate records.
- Handle hazardous chemicals in a safe manner.
- Demonstrate skill in the use of tools and equipment and in diagnosing and repairing equipment.
- Set and calibrate equipment.
- Test water for water quality standards and make chemical dosing adjustments to well sites using lab results.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies, procedures, and standards relevant to work performed.
- Organize work, set priorities, meet critical deadlines and follow-up on assignments.
- Effectively represent the department and the District in meetings with contractors, customers, and in meetings with individuals.
- Use tact, initiative, prudence and independent judgment within general policy and procedural guidelines.
- Effectively use computer systems, software applications relevant to work performed and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- 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:

Education:

Equivalent to completion of the twelfth (12th) grade, supplemented by additional coursework or training in wastewater treatment, biology, chemistry, math, or related field.

Experience:

- Five (5) years of experience in water production or distribution systems operations, maintenance, and/or repair, including three (3) years in the operation of a water treatment plant.

Licenses and Certifications:

- Possession of a valid Water Distribution Operator Grade 4 (D4) certificate issued by the California State Water Resources Control Board
- Possession of a valid Water Treatment Operator Grade 3 (T3) certificate issued by the California State Water Resources Control Board
- Possession of a valid California Class C driver's license, to be maintained throughout employment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

ENVIRONMENT

Water treatment plant and field environment; exposure to noise, dust, grease, fumes, gases, potentially hazardous chemicals, electrical energy, and inclement weather conditions including wet and/or humid conditions; work around water; work on slippery surfaces; regularly work near moving mechanical parts; and work around moderately loud noise levels; incumbents may be required to work evenings, nights, and weekends.

PHYSICAL

- Level Three
- NIDA
- Pulmonary

Incumbents require sufficient mobility to walk, stand, and sit for prolonged periods of time; occasionally stoop, bend, kneel, crouch, crawl, climb, reach, and twist; push, pull, lift, and/or carry moderate to light amounts of weights; operate assigned equipment and vehicles; ability to verbally communicate to exchange information.

VISION

See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

HEARING

Hear in the normal audio range with or without correction.