



TOWN OF YOUNTVILLE JOB DESCRIPTION

UTILITIES OPERATOR I/II

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION

Under supervision, operates, inspects, and maintains a variety of wastewater collection, treatment, and recycled water as well as a variety of water well production, treatment and storage equipment used in connection with the continuous operation of the Town's water utilities. Operates a variety of equipment and tools in the construction, operation, repair, maintenance, and replacement of Town's water utilities. Utilities Operator I/II perform a variety of technical activities that will be assigned to a functional area (water or wastewater) within the operation of the wastewater reclamation facility, wastewater collection system, floodwall pump system, municipal well, and water distribution system.

DISTINGUISHING CHARACTERISTICS

Utilities Operator I

This is the entry level position of the Utility Operator series. Duties and responsibilities range from operation and maintenance of water and wastewater treatment plants, conducting routine sampling to maintaining the wastewater collection and water distribution systems. Assignments differ from the Utility Operator II assignments by having a lesser degree of responsibility in the overall duties as listed above.

Utilities Operator II

This is the journey level- advanced level position in the Town Utilities Operator series. Duties and responsibilities range from performing laboratory tests, sampling, and interpreting the results to optimize water and wastewater treatment, cleaning sanitary sewer collections system and performing various operation, maintenance and sampling pertaining to the domestic water distribution system, and operating the municipal well. Assignments differ from the Utilities Operator I assignments by the extent of the technical knowledge and responsibility exercised by the Utilities Operator II in the overall functioning of the duties outlined above.

SUPERVISION RECEIVED

The Public Works Director and/or Utilities Supervisor/Manager provide supervision.

ESSENTIAL DUTIES

Utilities Operator I

When assigned to Wastewater:

Performs all duties of OIT and installs pumps and valves; assists with collection system

maintenance; reads gauges and enters readings; prepares equipment for sampling wastewater; conducts routine laboratory tests and sampling; provides general maintenance and operation of pump station and wastewater treatment plant.

Maintains air, electrical and mechanical systems; maintains and cleans buildings and grounds; Operates and maintains recycled water distribution system and floodwall facilities and checks sewers for potential issues; Reads meters utilizing using a variety of manual methods and/or using technology including but not limited to, smart phone, smart devices laptops or desktop computers; establishes and maintains a cooperative working relationship with citizens, businesses, outside agencies and other employees; Cleans and maintains all equipment and tools related to work the job site, equipment and Corporation yard; Performs all duties in conformance with appropriate safety and security standards; Sets up traffic control, reads and understands traffic control plans, and can safely direct and route traffic around and through work sites; . Operates and maintains a variety of equipment, and tools including Heavy Equipment including, but not limited to, backhoes, dump trucks, compactors, etc. Provides twenty-four-hour standby assistance. Performs all duties in conformance with appropriate safety and security standards; Sets up traffic control, reads and understands traffic control plans, and can safely direct and route traffic around and through work sites.

When assigned to Water:

Performs and assists in a wide variety of routine, sometimes heavy, skilled and semi- skilled duties related to the installation, inspection, operation, and maintenance of water mains, valves, services, meters, hydrants, and other water supply and distribution system facilities and associated appurtenances at frequent intervals to insure that all aspects of the systems are functioning properly and in conformance with all Federal and State requirements and operating permit conditions and Town Municipal Codes, Standards, Specifications and policy ; Assists in maintaining water quality by taking water samples and compiling information and record keeping, maintaining proper operation of water treatment/distribution equipment; Maintains a variety of records relating to inspections, maintenance activities, water supply, treatment, distribution, and consumption; Reads and interprets water system maps, blueprints, and USA marking requests, and marks all underground service alert requests; Responds to service calls regarding water quality, pressure and leaks. Operates leak detection devices and pipe locating equipment. Inspects and repairs water meters and cross-connection control devices for proper installation and operations; Reads water meters utilizing using a variety of manual methods and/or using technology including but not limited to, smart phone, smart devices laptops or desktop computers; establishes and maintains a cooperative working relationship with citizens, businesses, outside agencies and other employees; Cleans and maintains all equipment and tools related to work the job site, equipment and Corporation yard; Performs all duties in conformance with appropriate safety and security standards; Sets up traffic control, reads and understands traffic control plans, and can safely direct and route traffic around and through work sites; Operates and maintains a variety of equipment, and tools including Heavy Equipment including but not limited to backhoes, dump trucks, compactors.

Incumbent is responsible for the operation and maintenance of the Town's Municipal Well No.1, including observing groundwater elevation readings, pressure and flow settings, backwashing and maintenance on the well filter, proper chemical dosing, water sampling and regulatory reporting.

Utilities Operator II

When assigned to Wastewater:

Performs all duties of Utility Operator I; cleans sanitary sewer collection system; operates the

Hydro Truck; conducts routine wastewater laboratory tests and interprets results; diagnoses problems with wastewater equipment and makes recommendations; greases and cleans equipment including adjusting and repacking pump valves; operates and checks operation of wastewater equipment; repairs small tools and equipment; reads gauges and adjust wastewater system operating control; maintains records of completed work; takes charge of wastewater operations in absence of supervisor.

Monitors sanitary sewer collections system; maintains air, electrical and mechanical systems; maintains and cleans buildings and grounds; Operates and maintains recycled water distribution system and floodwall facilities; checks sewers for back-up or other problems; provides general plant maintenance. Could be assigned to assist with the Town's Cross Connection Control Program including testing Town owned backflow prevention devices and/or conducting cross connection surveys. AWWA Backflow General Tester Certification and AWWA Cross Connection Control Specialist Certification is highly desirable. Provides twenty-four-hour standby assistance.

Utilities Operators designation between I & II is dependent upon passing State examinations and receiving appropriate certifications and job performance in associated duties.

When assigned to Water:

Performs and assists in a wide variety of routine, sometimes heavy, skilled and semi- skilled duties related to the installation, inspection, operation, and maintenance of water mains, valves, services, meters, hydrants, and other water supply and distribution system facilities and associated appurtenances at frequent intervals to insure that all aspects of the systems are functioning properly and in conformance with all Federal and State requirements and operating permit conditions and Town Municipal Codes, Standards, Specifications and policy ; Assists in maintaining water quality by taking water samples and compiling information and record keeping, maintaining proper operation of water treatment/distribution equipment; Maintains a variety of records relating to inspections, maintenance activities, water supply, treatment, distribution, and consumption; Reads and interprets water system maps, blueprints, and USA marking requests, and marks all underground service alert requests; Responds to service calls regarding water quality, pressure and leaks. Operates leak detection devices and pipe locating equipment. Inspects and repairs water meters and cross-connection control devices for proper installation and operations; Reads water meters utilizing using a variety of manual methods and/or using technology including but not limited to, smart phone, smart devices laptops or desktop computers; establishes and maintains a cooperative working relationship with citizens, businesses, outside agencies and other employees; Cleans and maintains all equipment and tools related to work the job site, equipment and Corporation yard; Performs all duties in conformance with appropriate safety and security standards; Sets up traffic control, reads and understands traffic control plans, and can safely direct and route traffic around and through work sites; Assists with all regulatory reporting; Provides inspection services for water related construction projects; Provides input and oversight of cross-connection control program. Operates and maintains a variety of equipment, and tools including Heavy Equipment including, but not limited to, backhoes, dump trucks, compactors.

PERIPHERAL DUTIES

Establishes, and maintains a cooperative working relationship with citizens, businesses, outside agencies, and other employees; Cleans and maintains all equipment and tools related to work on both the job site, equipment and corporation yard; Performs all duties in conformance to appropriate safety and security standards; Operates a variety of technology software and hardware including but not limited to; personal computer utilizing related software, email, calendars and

other related equipment such as printers, scanners, and copy machines, GIS devices, smartphone, or smart device related applications. Technology related to, pumps, motors, controllers, Emergency Generators and associated systems, SCADA systems, lighting systems, and communications related technology. May perform related custodial duties for Town facilities; In accordance with California state law, serves as designated emergency worker in the event of an emergency; May be required to work on weekends and/or evenings in support of special events and activities; May serve on various employee or other committees as assigned.

Utilities Operator I/II

QUALIFICATIONS

Experience/Education

Sufficient experience and education to read understand and record a variety of pumps, motors, meters, analyzers, and detectors used in a water and wastewater treatment system. A typical way of obtaining the required qualifications is to possess the equivalent to one year of experience working with mechanical equipment and tools. Incumbent must have equivalent to a twelfth-grade education.

KNOWLEDGE/SKILL/ABILITY

Utilities Operator I –Knowledge of the basic tools, equipment, methods, safe work practices in the operation and routine maintenance used in maintaining pumping and electrical systems. Knowledge of basic water and wastewater treatment process and laboratory tests is highly desirable. Proficient skill in the safe use of various mechanical hand and power tools and equipment also are required. Additionally, the ability to learn and become proficient in reading and interpreting meters, gauges, and other recording devices; conducting laboratory tests; and in adjusting controls and treatment processes located in a wastewater treatment facility are required. Grade I water or wastewater certification issued by the State Water Resources Control Board upon being hired. Both water and wastewater certifications are highly desirable. Collections System Maintenance Certification is required within 2 years of hire.

Utilities Operator II – In addition to the knowledge, skill and abilities expected to a Utilities Operator I, the incumbent in the Utilities Operator II position is expected to possess demonstrated knowledge of the principles and methods of water & wastewater treatment systems; the mechanics of pumps and motors; the purposes and safe use of tools and equipment in the repair and adjustment of plant equipment; chemical and biological tests used in the monitoring of water & wastewater treatment plants and collection system processes; the operation and maintenance of a variety of light and heavy power driven equipment. Demonstrates skill in performing technical procedures in water & wastewater operations, performing and interpreting laboratory tests in water & wastewater treatment monitoring, operating a variety of heavy and light power-driven gas and diesel equipment, performing complex mechanical maintenance, and troubleshooting mechanical problems are required. Additionally, the skill in inspecting the overall operations of a water & wastewater treatment system, including detecting problems, maintaining, and repairing plant facilities and equipment; maintaining accurate and readable records, exercising good judgment in response to operational problems, communicating orally and in writing clearly and concisely, establishing and maintaining effective working relationships with others are also required. Grade II water or wastewater certification issued by the State Water Resources Control Board upon being hired and obtaining both Water Treatment and Distribution Certification and

wastewater certifications highly desirable. CWEA Grade II Collections System Maintenance Certification required within 2 years of hire.

Working Conditions

Position requires standing, walking on level and slippery surfaces, reaching, kneeling, bending, stooping, crawling, squatting, crouching, and grasping in the performance of daily duties. The use of an acute sense of smell and hearing is needed in detecting treatment plant and bearing problems. The position also requires both near and far vision while making visual checks of the treatment process and working on equipment. The need to lift, carry and push motors, pipes, valves, fittings, pumps, and other equipment and supplies weighing 50 pounds, or more is also required. Additionally, the incumbent works in all weather conditions including wet, hot, and cold. The use of lubricating ingredients and working around sewer gases exposes the employee to fumes, dust and air contaminants which may cause eye and skin irritation. The nature of the work also requires the incumbent to climb ladders and walk on scaffolds, to handle noise producing tools and equipment, to drive a motorized vehicle and to work with power tools in wet conditions that expose the employee to possible electrical hazards.

License/Certificate

Utilities Operator I

When assigned to Wastewater:

- Must possess Grade I Wastewater Treatment Plant or T1 Water Treatment Operator certification upon hire. If hired with the T1 Water Treatment Operator certificate, incumbent must obtain Grade I Wastewater Treatment Plant certification within 18 months of hire.
- Must possess Grade I CWEA Collection System Maintenance certification as mandated by Town within 18 months of hire.
- Possession of CWEA Mechanical Technologist certification is desirable.
- Must possess a Class C California motor vehicle operator's license.
- Incumbent is required to be registered in the DMV Pull Notice Program where the Town is notified of moving point violations.

When assigned to Water Operations:

- Incumbent must obtain a State Water Resources Control Board, Division of Drinking Water (DDW) Water Distribution Operator Grade 1 certificate within 18 months from hire date.

Utilities Operator II

When assigned to Wastewater:

- Must possess California Grade II Wastewater Treatment Plant or T2 Water Treatment Operator certificate upon hire. If hired with the T2 Water Treatment Operator certificate, incumbent must obtain Grade II Wastewater Treatment Plant certification within 18 months of hire.
- Grade II CWEA Collection System Maintenance certification within 18 months from the date of hire or promotion.
- Possession of Mechanical Technologist certification is mandatory.
- Must possess a Class C California motor vehicle operator's license.

- Incumbent is required to be registered in the DMV Pull Notice Program where the Town is notified of moving point violations.

When assigned to Water Operations:

- Must possess a SWRCB, DDW Water Distribution Operator Grade 2 certificate and a SWRCF, DDW Water Treatment Operator Grade 2 certificate.
- Obtain an American Water Works Association Backflow Prevention Assembly Tester, and Cross-Connection Control Program Specialist or Water Use Efficiency Practitioner certification is highly desirable.

This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.

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