



WATER LEAD SHIFT OPERATOR

Department:	Public Works	FLSA Status:	Non-Exempt
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GENERAL PURPOSE: Under the general supervision of the Water Chief Plant Operator, participates in operating and maintaining the City's Water System; services and repairs water equipment; services, and system elements and equipment; conducts laboratory testing; and performs other related duties in the water systems as assigned.

TYPICAL DUTIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Under the direct supervision of the Water Chief Plant Operator performs duties including treatment/systems operation, preventative maintenance, equipment repair, and water quality testing.
- Participates in operating, maintaining, repair, and improvement of the City's Water Systems.
- Monitors, test, and ensures the production and delivery of safe and potable drinking water to the City.
- Performs daily inspections of the City's Water Treatment and Supply Systems facilities including the City Water Treatment Plant, wells, transmission lines, pumps and other water treatment/supply system components; monitors and ensures equipment is properly functioning; identifies maintenance requirements as assigned.
- Participates in the operation of the Water System's Preventative Maintenance Programs.
- Participates in the maintenance, repair, and replacement of the City's Water treatment, supply, and distribution system's equipment including but not limited to treatment plant equipment, wells, transmission lines, distribution lines, fire hydrants, water valves, and other equipment and facilities related to water .
- Orders and maintains parts, systems, components and other facilities related to the City's water system as directed.
- Communicates and meets with customers, outside agencies, contractors, and vendors regarding the City's Water Systems matters as directed; responds to public water complaints as directed to.
- Prepares and maintains a variety of maintenance records, reports, and documentation as directed.
- Participates along with the other system operators in the 24 hour on-call rotation for the water system as needed.

JOB DESCRIPTION

WTR Lead Shift Operator

- Reads and records consumer water meters, post-payment notices, post sign-up or shut-down notices, turns water services on and off as required.
- Examines, reports, and repairs inoperative, leaking, malfunctioning, or damaged meters as required.
- Performs other related duties as assigned or required.

MINIMUM QUALIFICATIONS:

Education and Experience:

High School Diploma or equivalent; AND one (1) year of experience supervising water treatment system operations as a State of California Certified Water Treatment and Distribution Water Operator with a State of California Certified water system, AND possess State of California Department of Public Health Grade III Water Treatment Certification (T-3), and State of California Department of Public Health Grade III (D-3) Water Distribution Certification OR State of California Department of Public Health Grade IV Water Treatment Certification (T-4), and State of California Department of Public Health Grade II (D-2) Water Distribution Certification OR an equivalent combination of education, and experience.

Required Licenses or Certifications:

- Must possess a valid California Driver's License.
- Possession of a Grade III (T-3) Water Treatment Operator certificate and Grade III (D-3) Water Distribution Operator certificate issued by the California Department of Public Health at the time of appointment. OR
- Possession of a Grade IV (T-4) Water Treatment Operator certificate and Grade II (D-2) Water Distribution Operator certificate issued by the California Department of Public Health at the time of appointment.
- Within six (6) months of appointment, must obtain a Commercial Drivers License with no restrictions and required endorsements to operate City equipment.
- Must maintain all applicable certification as a condition of continued employment.
- Ability to secure within eighteen (18) months additional licenses and/or certificates pertaining to the water treatment and distribution system as mandated by any and all the regulatory agencies.

Required Knowledge of:

- Water Division operations, policies, and procedures.
- Regulations governing municipal water treatment operations.
- Water (distribution/treatment) systems and equipment.
- Preventative maintenance programs.
- Occupational hazards and safety practices relative to water systems.
- Maintenance equipment/tools and methods of operation.

Required Skill in:

- The daily operations of the City's Water system.
- Monitoring and ensuring the City is provided with safe and potable drinking water.

JOB DESCRIPTION

WTR Lead Shift Operator

- Participates in the preventative maintenance programs in the water facilities.
- Preparing and maintaining various types of maintenance records, reports, and documentation.
- Establishing and maintaining cooperative working relationships with staff, outside agencies, contractors, vendors, and the general public.

Physical Demands / Work Environment:

- Work is performed in and around Water Treatment Facilities and in the Water Distribution System out in the field.
- Subject to sitting, standing, walking, bending, reaching, climbing ladders, operating equipment, performing manual labor, and heavy lifting of objects up to 50 pounds.
- Exposure to variable weather conditions, traffic hazards, working at heights, confined spaces; machinery with moving parts, electrical currents, and hazardous chemicals is involved.