

UTILITIES LEAD OPERATOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the classification. Class specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under direction of the Utilities Superintendent, the Lead Operator shall perform difficult and highly skilled work in the maintenance and operation of City wastewater and water facilities in an advanced capacity and guide the operations crew; and to do other related work as required.

DISTINGUISHING CHARACTERISTICS

This position is single class and reports directly to the Utilities Superintendent with the responsibility to be in charge during the absence of the Utilities Superintendent. This class is distinguished from the classification of Utility Operator III by scheduling, recording and reporting responsibilities. The incumbent does not have primary responsibility for hiring, firing, or discipline of assigned employees, but as the foreman on day-to-day assignments.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

Responsibilities and duties may include, but are not limited to, the following:

- Assign and coordinate duties related to the operation and maintenance of the water and wastewater systems. Assist in scheduling work, sampling and maintenance, to guarantee compliance with State and Federal requirements; cover operations, as needed.
- Perform routine adjustments and calibrations of automated devices and insure the operations staff understand the purpose and operation of each one.
- Oversee and inspect records of laboratory testing, instruments, equipment and daily logs.
- Perform and explain chemical and microbiological analysis for process control
- Plan for and respond to emergencies with staff and other departments and agencies.
- Supervise and participate in sampling and quality control (QA/QC) to meet requirements.
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Supervise and participate in the performance of chemical, physical and biological analyses on treatment process.

Adjust and calibrate chlorinators, chemical feed pumps, and monitoring equipment.

Respond to treatment and/or monitoring equipment malfunctions, adjusting and/ or diagnosing problems.

Collect data; tabulate records of treatment effectiveness.

Maintain records and logs of water quality data; prepare operations orders and reports.

WORKING CONDITIONS:

Environmental Conditions: Due to the nature of work assignments, incumbents are exposed to live electricity and high frequency noise; treated water with chemicals and pesticides; contact with grease/oil, smoke, fumes, and gases.

Physical Conditions: Due to the nature of work assignments, incumbents must have the ability to use both hands, arms, and legs; stoop, bend, and lift up to 50 pounds; climb stairs, ladders, and work at heights above 10 feet; speaking clearly and hear high frequency and normal noise; and

have vision sufficient to clearly distinguish colors.

Note: This position may be required to work rotating shifts, which includes holidays and weekends.

ESSENTIAL JOB QUALIFICATIONS:

Experience and Training Guidelines: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Equivalent to three years of responsible water treatment experience as an operator of a water supply and distribution system including monitoring and all phases of operations, or three years of experience equivalent to the City of Colusa Utility Systems Operator III.

Knowledge of: Techniques, practices, and methods in operation of chlorination, clarification, filtration, chemical feed, ozonation and rotation equipment; potable water treatment plant and related equipment; control system computer operations; water chemistry related to treatment operation for a potable domestic water system; principles, operating and maintenance requirements of pumps and motors, both electric and internal combustion; equipment automation, pneumatics, mechanics and electricity as applied to water treatment operations; operating characteristics of a potable domestic water system; standard water system operating policies and procedures; safe work practices.

Ability to: To act as a lead worker including assigning work and supervising work projects; Monitor control system computer to insure proper water flows, storage and pressure levels; conduct treatment processes such as sedimentation, disinfection and filtration; operates water pumps, chlorinators, compressors, filters, and other related equipment; calibrating and reading chemical feed pumps, disinfection and laboratory equipment; perform water quality analyses chemical, physical, biological and basic laboratory work; maintain data, records, and charts; work with considerable independence and initiative; communicate effectively, orally and in writing; perform work in emergency situations as necessary; prepare chemical solutions for treating potable water; adjust and manipulate automated water treatment devices to obtain optimum effectiveness; keep accurate records and reporting procedures; Interpret, explain and enforce department policies and procedures. Operate a variety of construction and maintenance tools and equipment in a safe and effective manner.

License/Certification Required:

Possession of a California Grade II Water Treatment Operator Certificate and

California Grade II Water Distribution Operator Certificate issued by State Dept of Public Health

California Grade III Wastewater Treatment Plant Operator Certification.

Possession of a valid California Class B Driver's License

(The contents of this classification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment)