Clearlake Oaks County Water District

Job Description

LEAD DISTRIBUTION & COLLECTION OPERATOR

Treatment or Distribution or Water

Status: Non-Exempt

Salary Range: $19.00 - $26.97

Conditions of Employment: This position is an "at will" basis, meaning you may resign at any time and that the General Manager may terminate your employment at any time, with or without cause. This position reports directly to and receives general supervision from the Operations Manager.

Definition/Summary: Under direction of the Operations Manager, plans, coordinates, directs, and supervises a variety of construction and electrical maintenance and repair, ensures work is performed in a manner consistent with the established District goals and objectives; performs related duties as required by Operations Manager. This position is responsible for the supervision of assigned personnel and coordinates the work force through the Operations Manager as needed.

Coordinates, supervises, participates, and inspects the work of others engaged in the repair, construction and maintenance of the District's water distribution and wastewater collection systems; implements Department of Health Services guidelines and requirements related to the District's water distribution system; implements, and enforces operating and safety procedures to ensure compliance with related laws, ordinances, rules and regulations; coordinates and participates in various programs including, but not limited to, Underground Service Alert, valve operations, large meter replacement, fire hydrant operation, flow test and documentation; ensures accurate updates to system maps and record drawings; assists in staff training and development programs; participates in evaluating contractor performance and in construction contract modifications and communicates and coordinates work with other departments explains the effect of work projects to adjacent property owners; addresses developer and consumer concerns and inquiries regarding the water distribution and wastewater collection system; responds to emergency situations during scheduled and unscheduled work hours. Ensures that all assigned personnel make the most efficient use of their time. Any other duties as required by the Operations Manager.

Minimum Requirements:

Education: High School Graduate or equivalent.

Certificates/ Licenses: Grade II California Water Distribution Operator Certification. Grade II California Water Treatment or Waste Water Certifications. Conversion from Class C to Class B California Motor Vehicle Operators License, with air break and tank endorsement, within six (3) months of employment.

Experience: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance. Any specialized training in the construction and maintenance of water distribution and wastewater collection systems and 1 year of progressively responsible experience in the construction and maintenance of water distribution and wastewater systems.

Knowledge of: Methods, materials, and equipment used in the repair and maintenance of water and wastewater systems; effective and efficient methods and procedures for work of water and wastewater repair and maintenance personnel; pertinent laws, codes, safety orders, and safe operating practices and procedures related to the

repair and maintenance of water and wastewater systems; principles and techniques of organization; effective customer relations.

Ability To: Communicate clearly and concisely, both orally and in writing; prepare reports and keep accurate records; maintain and analyze data and information and draw logical conclusions; train and supervise employees; train personnel on procedures and regulations; respond to emergency and problem situations in an effective manner; communicate effectively with a variety of personnel and establish/maintain effective working relationships; explain and apply policies and procedures; interpret and apply rules, regulations, legislation and policies; understand and follow verbal and written directions; use and care of a variety of tools, materials, and equipment common to the repair and maintenance of water distribution and wastewater collection systems; plan, assign and inspect the work of assigned personnel; allocate equipment, materials, and personnel in a cost effective manner; read and interpret blueprints and building plans; meet the physical requirements established by the District. Safely operate heavy construction and repair equipment; a variety of hand and power tools, an office computer, and a variety of word processing, data management and other software applications. Ability to maintain good working relationships with fellow employees and to maintain good public relations. Ability to maintain a clean and professional appearance for themselves, staff and the District facilities they are responsible for. Must be able to take duty shifts as scheduled and respond within one (1) hour of a callout.

Physical Requirements: Requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence and statistical data on the computer. Acute hearing is required when providing telephone service and communicating in person and position requires responding to public inquiries and complaints in a tactful and courteous manner. The Lead Collections/Distribution Operator participates in water and wastewater systems maintenance activities that may require walking on uneven ground, climbing a ladder and working with heights, working around machinery, fumes, dirt and gas and sometimes during inclement weather. Employees in this classification will be required on a regular basis to don a Self Contained Breathing Apparatus and/or perform work in "Confined Spaces"; all such work shall be performed within the parameters stipulated by California Department of Health and Safety Regulations as well as the District's Safety Program and Illness and Injury Prevention Plan. Work may include considerable physical exertion, including heavy lifting, on an occasional basis. In emergency situations, the employee may be called upon to report for work and/or coordinate appropriate activities from a remote location.

Employee Signature: Date

Supervisor Signature Date

General Manager Signature Date