



# Clearlake Oaks County Water District

## Job Description

### **OPERATOR III**

**Treatment or Distribution or Water**

**Status: Non-Exempt**

**Salary Range: \$21.05 - \$28.71**

**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 is classified as a Non-Exempt/Hourly Employee and reports directly to and receives general supervision from the Operations Manager.

**Definition/Summary:** Under the general supervision of the Chief Plant Operator(s)/Supervisor(s), performs skilled maintenance of the Water or Wastewater Systems and related tasks as required and assists in the supervision of Operator I and Operator II. Operator III is distinguished from Operator I and II by the degree of skill, certifications and independent judgment required; responsibility for supervising operation of equipment such as backhoe, loaders and VACCON trucks, coordinates all field staff training, serves as an advisor on various projects and issues as assigned, may represent the District at meetings or organizations as assigned, and at the request of the position operator may serve as temporary Chief Plant Operator or temporary Operations Manager and Chief Distribution Manager.

Performs the day to day controlling operations of the water or wastewater treatment plants; makes inspections and performs preventive maintenance on sewer or water treatment plant or pump station machinery, control and equipment; takes and records readings of gauges, meters, and charts, and records results in operating logs and HMI Monitoring Reports prepared with Microsoft Excel; repairs and maintains pumps, motors, generators, and other equipment, makes minor electrical repairs: inspects and repairs and replaces water or sewer lines; performs plumbing, electrical, carpentry, and painting tasks; supervises operation and maintenance of equipment such as backhoe, trucks, loaders, sewer cleaning equipment; adheres to and enforces State Safety procedures; reports operating problems to the Chief Plant Operator(s)/Supervisor(s); handles chlorine; may be assigned responsibility for mechanical repair and maintenance of vehicles-electrical equipment repair and maintenance of control panels; alarm systems, wiring, lighting; performs laboratory analysis as required; assists other departments when necessary. Other duties as assigned by Chief Operator(s) or the General/Operations Manager.

**Minimum Requirements:**

**Education:** High School Graduate or equivalent.

**Certificates/**

**Licenses:** Grade III California Water Distribution Operator Certification, Grade III California Water Treatment Operator Certification or Grade III California Wastewater Operator Certification and conversion from Class C to Class B California Motor Vehicle Operators License, with air break and tank endorsement, within six (6) months of employment.

**Experience:** Any combination of education and experience equivalent to completion of High School and two years experience in construction, repair and maintenance of sewer and water lines, pumping stations and related facilities. Three years as an Operator II fulfill this requirement.

**Knowledge of:** Methods, materials, and equipment used in the operation and maintenance of water and/or wastewater treatment facilities

**Ability To:** Make the most efficient use of time and achieve the highest quality workmanship. Work without immediate supervision; keep records and prepare reports; follow oral and written instruction; make emergency minor treatment adjustments; repairs to equipment; work cooperatively with others; exercise independent judgment and safety precautions. 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. The Operator participates in water and wastewater systems maintenance activities that may require walking on uneven ground, 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 physical exertion including heavy lifting, up to 50 lbs without assistance 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 \_\_\_\_\_