

CITY OF LATHROP

CHIEF UTILITY OPERATOR

*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 Direction, supervises, coordinates, directs and evaluates the work of staff involved in the operation of the City's water treatment, water distribution, sewer collection and storm drain collection systems. Assists in the research and implementation of new programs; ensures safe work practices, work quality and accuracy; maintains appropriate work records which may include time cards and work orders; serves as a technical resource for assigned staff; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Chief Operator** is the supervisory level classification responsible for overseeing the day to day hands on operation of the assigned systems in the Public Works department, including planning and scheduling staff assignments, and monitoring work production. The incumbent provides ongoing monitoring of service delivery, and responds to customer complaints and concerns which pertain to the water quality and service efficiency of the various treatment, distribution and collection systems. This classification is distinguished from the next higher classification of Utility Maintenance Supervisor in that the latter is responsible for the administration duties of the assigned systems and processes.

SUPERVISION RECEIVED/EXERCISED:

Receives direction from the Utility Maintenance Supervisor. Exercises direct and indirect supervision over assigned staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Plans, prioritizes, assigns, supervises and reviews the work of staff involved in the operation, repair, and maintenance of the City's water treatment facility, water production wells, sewer collection and pumping facilities and storm drain collection and pumping facilities; implements safety programs and ensures safe work practices, work quality and accuracy; oversees and monitors maintenance work activities provided by the City's operations and maintenance group. Monitors work provided by outside contractors.
- Participates in the development and implementation of goals, objectives policies and procedures; evaluates work methods and procedures for improving unit performance and meeting goals; ensures that goals are achieved; assists in the research and implementation of new programs.
- Participates in the selection and training of operations and maintenance personnel; assumes responsibility for motivating and evaluating assigned personnel; provides for or arranges for necessary training; initiates discipline procedures as is appropriate.
- Develops and monitors schedules, methods and procedures for performing assigned duties; conducts daily inspections of work in progress; monitors work activities to ensure safe work

CHIEF UTILITY OPERATOR

Page 2

- practices, work quality and customer service; ensures compliance with applicable rules, policies and procedures; maintains appropriate work records and documents; prepares statistical and/or analytical reports on operations as necessary.
- Participates in the development of the operations and maintenance budget; assists in monitoring the approved budget; coordinates with outside vendors for various supplies and services; oversees the inventory, maintenance and operating condition of departmental tools, equipment and supplies, requisitions and orders needed materials and parts.
- Evaluates and recommends work projects and activities; estimates time, material and equipment necessary for successful completion of work; identifies and reviews resource needs with appropriate management staff, allocates resources accordingly; schedules work with outside contractors and developers; attends preconstruction meetings.
- Participates in all phases of operation and maintenance of the City's water treatment facility, water production wells, sewer collection and storm drain collection systems. Including replacement of broken or impaired water distribution, sewer collection and storm drain collection mains, diagnoses and repair of electrical panels and wet wells in the different systems, diagnoses and repair of back up generator systems, meter replacement and repair, water and sewer service installation and or discontinuation; all phases of operations including operating the various systems from a computer controlled SCADA system. Supervises and participates in the operation of construction and maintenance equipment and/or machinery including construction vehicles, power tools and equipment.
- Addresses and responds to customer service questions, inquiries and concerns; establishes and maintains a customer service orientation within the Unit.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing 25 pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, hot and cold. The incumbent may use cleaning and lubricating chemicals which may expose the employee to fumes dust and air contaminates, and may be exposed to mechanical and electrical hazards. The nature of the work also requires the incumbent to climb ladders, use power and noise producing tools and equipment, enter confined spaces, drive motorized vehicles and heavy equipment, work in heavy vehicle traffic conditions, and often work with constant interruptions. The incumbent will be required to respond to after hours emergency call-outs and perform routine standby duties.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a Chief Operator. A typical way of obtaining the required qualifications is to possess the equivalent of five years increasingly responsible experience in the operations and maintenance of water treatment facilities, water distribution systems and collection systems maintenance and repair; including two years of lead or supervisory experience, and a high school diploma or equivalent. Supplemental coursework or specialized training in water treatment, water distribution systems and collection systems maintenance and operations is desirable.

License/Certificate:

Possession of, or ability to obtain a Class C California drivers license. Possession of at time of employment a State of California Water Treatment Operator T2 license, State of California Water Distribution Operator D3 license. A California Water Environment Association Collection System Technologist grade 1 is desirable.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Modern principals and practices of water treatment, water distribution and collection system operations and maintenance; operational characteristics of specialized construction, maintenance and operations tools and equipment. Characteristics of computerized SCADA and industrial controls pertaining to the control and operation of various types of water treatment, distribution and collection systems. Practices of project development and cost estimating; principals and practices of budget development and administration; methods and techniques of supervision, training and motivation; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; basic principals of mathematics and record keeping; occupational hazards and standard safety practices.

Ability to:

Supervise and direct the personnel responsible for the operations and maintenance of the water treatment, water distribution and collections systems. Plan, organize and direct the work of subordinate staff, safely operate a variety of tools and equipment used in the construction, maintenance and repair; estimate time and materials for completion of projects; coordinate and conduct training programs for staff; respond to issues and concerns from the community; work independently and as part of a team; make sound decisions within established guidelines; follow oral and written directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Safely and effectively operate a variety of maintenance and construction equipment, tools and materials; operate and office computer and a variety of software applications.