

CITY OF LATHROP UTILITY OPERATOR I/II

*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 general supervision, learns to perform and performs the full array of duties assigned to classes in the Utility Operator series, including skilled and semi-skilled work in the operation, maintenance and repair of the City's water distribution, sewer collection, recycled water, and storm drain systems; assists other units of Public Works in the maintenance of streets, facilities and buildings as needed; demonstrates a full understanding of all applicable policies, procedures and work methods associated with assigned duties; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

Utility Operator I

The **Utility Operator I** is the entry level class in the Utility Operator series that allows the incumbent to develop journey level knowledge and abilities. Initially, under immediate supervision, incumbents perform the more routine and less complex assignments within an established procedural framework where there are minimal consequences of error, including system maintenance and repair and customer service work. Incumbents are expected to perform the full scope of assigned duties. This classification is alternatively staffed with Utility Operator II and incumbents may advance to the higher level after gaining experience, obtaining required water and wastewater certifications, and demonstrating a level of proficiency that meets the qualifications of the higher level class.

Utility Operator II

The **Utility Operator II** is the journey level class in the Utility Operator series in which incumbents are expected to independently perform the full scope of assigned duties. Incumbents perform a full range of duties related to the operation, maintenance and repair of the City's water distribution, sewer collection, recycled water, and storm drain systems. This classification is distinguished from the next higher classification of Chief Utility Operator in that the latter is the advanced journey level classification responsible for providing lead direction and training to assigned crews.

SUPERVISION RECEIVED/EXERCISED:

Utility Operator I

Receives immediate supervision from the Chief Utility Operator. Incumbents in this class do not routinely exercise supervision.

Utility Operator II

Receives general supervision from the Chief Utility Operator. May exercise functional and technical supervision over lower level maintenance personnel, seasonal and temporary staff.

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

- Performs skilled and semi-skilled work in the operation, maintenance and repair of the City's water distribution, sewer collection, wastewater, and storm drain systems; excavates to repair underground utilities; marks underground utilities for Underground Service Alert (USA); participates in traffic control activities at the work site.
- Inspects, flushes, cleans and repairs water mains, lines and laterals; repairs, maintains and overhaul pumps, motors, chlorinators and control valves; monitors water wells and operates pumps to regulate system flow and pressure; checks and documents recordings on instrumentation equipment; operates computerized SCADA control program; takes water samples; tests and calculates water pressure and flow; tests backflow devices; conducts cross-connection surveys; maintains required records.
- Performs stand-by duties on a rotational basis
- Responds to afterhours emergency calls at irregular hours.
- Repairs and maintains storm drains, manholes and pump stations; inspects drains, culverts and gutters and removes obstructions; maintains and repairs sewer lines and lift stations; diagnoses and repairs electrical control panels and backup generators.
- Assists other Public Works units when required; performs semi-skilled and skilled manual work in the maintenance and repair of streets and alleyways; assists in the repair of curbs and gutters; performs traffic control; assists in the maintenance of City buildings and facilities; operates trucks, loaders, backhoes, boom trucks, hydro flushers and other light and heavy duty maintenance and construction equipment; maintains and cleans assigned vehicles and equipment; operates a variety of hand and power tools; inspects tools and equipment for safety and mechanical defects; assists with City sponsored functions; responds to after-hours call-outs as assigned.
- Demonstrates a full understanding of applicable policies, procedures and work methods associated with assigned duties; may provide training to lower level staff; responds to questions and concerns from the general public; provides customer services and information as is appropriate and resolves public service complaints.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.
- Responsible for maintaining hazardous materials and supply inventory in an organized, clean, and safe configuration.
- Conduct daily/weekly/monthly, etc. inspections of the facility, including all hazardous materials and hazardous waste.
- Maintain hazardous material and/or hazardous waste inspection logs and facility records.
- Perform ongoing maintenance, complete corrective actions to maintain waste facilities and equipment in safe working condition in accordance with Permit conditions.
- Follow procedures for waste management and hazardous material or chemical handling, including sampling, weighing, and storing chemical containers.
- Assist in preparing and completing hazardous waste profiles, and maintaining waste processing records.
- Follow prescribed safety procedures and comply with state and federal laws regulating hazardous materials handling, hazardous waste management, and proper disposal methods.

- Participate in hazardous material and waste management training and professional development activities, including necessary certification.

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 chemicals which may expose the employee to fumes, dust and air contaminants, and be exposed to mechanical and electrical hazards. The nature of the work also requires the incumbent to climb ladders, work at heights over 10 feet, enter confined spaces, use power and noise producing tools and equipment, drive motorized vehicles and heavy equipment, and work in heavy vehicle traffic conditions. The incumbent may be required to respond to after hours emergency call-outs and perform routine standby duties.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

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 **Utility Operator I/II** A typical way of obtaining the required qualifications is to possess the equivalent of:

Utility Operator I

A high school diploma or equivalent. One year of experience in the maintenance and repair of water and sewer systems is desirable.

Utility Operator II

In addition to the above, two years of experience equivalent to that of a Utility Operator I in the City of Lathrop, including experience in the maintenance and repair of water and sewer systems, and a high school diploma or equivalent.

License/Certificate:

Utility Operator I

Possession of, or the ability to obtain and maintain, a valid class C California driver's license; possession of a Water Distribution Operator, Grade D1, Water Treatment Grade T1 certificates issued by the State of California Department of Public Health, and a Collection System, Grade I certificate issued by the California Water Environment Association (CWEA), within one year of appointment.

Utility Operator II

Possession of, or the ability to obtain and maintain, a valid class B California driver's license; possession of a Water Distribution Operator, Grade D2, and Water Treatment T2 certificates issued by the State of California Department of Public Health, and a Collection System, Grade I issued by the California Water Environment Association (CWEA), and Backflow Tester and Specialist Certificates issued by the American Water Works Association (AWWA).

Training Requirements:

- Initial training - CA Title 22 Hazardous Waste Generator Training (4 hour), Site Specific Emergency Response Contingency Plan Action Guide Training (2 hour), HAZCOM Training (2 hour).
- Annual Refresher - CA Title 22 Hazardous Waste Generator Training (4 hour), Site Specific Emergency Response Contingency Plan Action Guide Training (2 hour), HAZCOM Training (2 hour).

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position. The level and scope of the knowledge and abilities listed below vary between the I and II levels.)*

Knowledge of:

Modern practices, techniques and materials used in the operation, maintenance and repair of water distribution, recycled water distribution, sewer collection and storm drain systems, and backflow cross-connection systems; operational characteristics of standard construction and maintenance tools and equipment; traffic control methods and regulations; confined space entry procedures; safety requirements for operation of trucks, construction vehicles and other equipment; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; basic principles of mathematics and record keeping; occupational hazards and standard safety practices.

Ability to:

Perform maintenance, repair and operational work in water distribution, recycled water distribution, sewer collection, storm drainage, street systems, and backflow cross-connection systems; operate a variety of light and heavy duty equipment used in maintenance and construction; operate hand and power tools competently and safely; perform heavy manual labor; respond to after hours call-outs as assigned; work independently and as part of a team; make sound decisions within established guidelines; follow written and oral 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 equipment, tools and materials.