

CITY OF LATHROP UTILITY OPERATOR III

*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. Additionally, under general supervision, operates all of the water treatment and related processes associated with the City's water treatment plant, pump stations, and reservoirs; performs standard water quality chemical tests, makes minor and major repairs to plant equipment and performs other job related duties.

DISTINGUISHING CHARACTERISTICS:

Utility Operator III is the journey level shift operator classification in the Operator series. 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. Utility Operator III's perform complex duties in connection with the operation, maintenance, and repair of ground water treatment plants, water wells, and water storage facilities. Work is performed independently, and may include acting as a lead worker with an assistant. Incumbents shall possess the ability to diagnose malfunctions in a variety of water quality processes. The position requires employees to perform a variety of specialized water quality testing and be skilled in working SCADA and HMI systems.

Utility Operator III – Classification is distinguished from the next higher level of Chief Utility Operator in that the latter is an advanced journey level classification responsible for full supervision and review of staff involved in operation, maintenance and repair of City's water, sewer and storm water systems.

SUPERVISION RECEIVED/EXERCISED:

This position receives direction from the Public Works Utility & Street Maintenance Superintendent. Incumbents in this classification do not routinely exercise supervision.

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

- Independently operates monitors, inspects, and adjusts processes using a SCADA computerized control system.
- Operates and monitors pumps, valves, and related equipment to regulate the flow of water through a treatment plant or other portions of a water distribution system; starts, adjusts and shuts down plant operations, and adjusts pumping stations and distribution system flows to meet production and storage requirements and water quality standards.
- Collects water samples and performs standardized laboratory testing, such as chlorine residual, pH, turbidity, temperature, and taste and odor; calculates chemical dosages and adjusts chemical feeders as necessary to maintain water quality.

- Controls filter vessel operations; removes filters from service and performs inspections and minor repairs to filters as needed.
- Reads and interprets meters, gauges, charts, and instruments; logs plant operations, test results, unusual operating conditions, maintenance work performed, and related information; enters data into a computer; prepares routine and special oral and written reports as required; changes charts and inking pens as necessary.
- Periodically inspects and tests motors, pumps, valves, chemical feeders, filter vessels, and related equipment; reports unusual conditions or the need for maintenance and repair of equipment, buildings and grounds.
- Takes inventory of chemicals and other treatment supplies; orders chemicals according to standard procedures; receives chemicals and supplies delivered during assigned shift and assists in their safe unloading and storage; handles hazardous materials in accordance with safety rules and procedures.
- Lubricates and makes limited repairs and adjustments to equipment; maintains the plant and operating equipment in a clean and orderly condition; assists in periodic cleaning of process, flushing of lines, and related maintenance.
- Ensures compliance with applicable rules, policies and procedures; maintains appropriate work records and documents; prepares statistical and/or analytical reports on operations as necessary.
- May perform routine housekeeping tasks or supplemental painting and grounds maintenance tasks.
- Operates motor vehicles, forklifts, end loaders, backhoes, hoists and other equipment in the performance of duties.
- Builds and maintains positive working relationships with coworkers, other City employees, and the public using principles of good customer service.
- 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, manifests, shipping documents, and maintaining waste processing records.
- Maintain current records for hazardous waste shipping manifests, supporting documentation, hazardous waste tracking documents etc.
- 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.
- All essential duties as listed in the Utility Operator I/II Classification
- Performs related duties as required.

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 Utility Operator III. 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 and water distribution systems and collection systems maintenance and repair, 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 and ability to maintain a State of California Water Treatment Operator T2 license, State of California Water Distribution Operator D3 license and an AWWA General Backflow Tester at time of employment. An AWWA Cross Connection Specialist and a California Water Environment Association Collection System Technologist grade 1 is desirable.

Training Requirements:

- Initial training - CA Title 22 Hazardous Waste Generator Training (4 hour), DOT Hazmat Shipper Function Specific Training (4 hour), Site Specific Emergency Response Contingency Plan Action Guide Training (2 hour), HAZCOM Training (2 hour), HAZWOPER Initial Training (40 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), HAZWOPER Refresher Training (8 hour).
- Refresher - DOT Hazmat Shipper Function Specific Training (4 hour) required every 3 years.

Additional Qualification Requirements Related to Step Increase Criterion for Utility Operator III:

Step 1 - Possession of and ability to maintain a State of California Water Treatment Operator T2 license.

Step 2 - Possession of and ability to maintain a State of California Water Treatment Operator T3 license.

Step 3 – Possession of and ability to maintain a State of California Water Treatment Operator T3 license. Ability to operate a T3 facility with Supervision.

Step 4 – Possession of and ability to maintain a State of California Water Treatment Operator T3 license. Ability to operate a T3 facility with minimal Supervision.

Step 5 - Possession of and ability to maintain a State of California Water Treatment Operator T3 license. Ability to direct operations and staff of a T3 facility.

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

Knowledge of:

Modern practices, techniques and materials used in the operation, maintenance and repair of water distribution, recycled water distribution, sewer collection, 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; knowledge of 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. Water treatment plant operation and the principles of water treatment; the operating principles of filter vessels, valves, pumps, and motors; principles and methods of conducting basic chemical water analysis; working knowledge of computers and programmable logic controllers (PLCs); hydraulics and instrumentation commonly used in monitoring of water quality; California DHS water treatment regulations; codes, standard terms, practices, and modern methods common to the water treatment operation's trade; use and operation of measuring and testing devices, hand tools, and equipment of the trade. The methods, tools, materials, and equipment used in the operation, inspection, troubleshooting, repair, and maintenance of water treatment and water distribution facilities. Commonly used computer software used in instrumentation and control systems.

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. Independently operate the water treatment plant and water

distribution system on an assigned shift. Perform minor and major plant repair work using a variety of tools. Diagnose malfunctions in a variety of water quality, pumping and reservoir storage processes. Read and interpret gauges and recording devices, diagnose operating problems and take effective courses of action. Correctly interpret color-coded diagrams and computer screens. Use initiative and independent judgment with established guidelines. Communicate clearly and concisely, both orally and in writing. Establish and maintain effective working relationships with those contacted in the course of work.

Skill to:

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