

TWAIN HARTE COMMUNITY SERVICES DISTRICT

JOB DESCRIPTION

POSITION: UTILITY OPERATOR I

UPDATED: FEBRUARY 9, 2021

1. General Job Description

The Utility Operator I is a full-time, benefited position that assists with the maintenance and operation of the District's water treatment, water distribution, wastewater collection, and park and recreation facilities and services. Under the direction of the District's Operations Manager and Utility Operator 2, the Utility Operator I is responsible to work independently and as a member of a crew to perform a variety of semi-skilled manual labor, inspection and reporting tasks related to maintenance, operation, repair and construction of the District's facilities.

2. Primary Job Functions and Responsibilities

This list generally describes the primary job duties and functions. It is not all inclusive; the omission of specific statements of duties does not exclude them from the position. Other duties, as assigned or as required, may be needed to accomplish objectives.

- Assist with all tasks related to operations, maintenance, construction and repair of water, sewer and park facilities, fleet and equipment.
- Shares standby and emergency service responsibilities with other field personnel and responds to after-hours emergency incidents as necessary to ensure continuous services, public safety and regulatory compliance.
- Operates a range of light and heavy construction equipment, such as lawn mowers, weed whackers, compaction equipment, pumps, cement mixers, compressors, generators, trucks, excavators, power tools and other small and large equipment required to operate, maintain and construct water, sewer and park facilities.
- Perform various mechanical, plumbing, electrical, carpentry and painting tasks in the maintenance of District facilities.
- Assists with maintenance of equipment, tools and fleet.
- Assists with operation of valves, pumps, SCADA and other equipment and appurtenances related to water treatment and distribution and sewer collections.
- Performs and records water quality testing.
- Assists in cleaning up work sites and assures proper disposal of hazardous materials.
- Performs work related to the handling of untreated sewage.
- Develop and maintain effective relationships and open channels of communication with District personnel, customers and outside agencies.

- Understand and follow standard operating procedures accurately.
- Maintain accurate and complete records of operations and maintenance activities.
- Receive, investigate and respond to public inquiries and complaints in a timely, courteous and professional manner.
- Perform traffic control functions, such as setting up traffic warning devices and barricades and directing traffic around work sites.
- Inspect District facilities and job sites for potential hazards and to determine precautions for safe equipment operation.
- Haul or transport tools and/or equipment to and from job sites, inspect equipment, make operating adjustments and perform preventative maintenance and repair.
- Assists with snow removal, brush clearing and other operations necessary to provide continual access to District facilities.

3. Required Qualifications

3.1. Knowledge of:

- Modern water treatment, water distribution and sewer collections principles, practices and technologies.
- Materials, tools and equipment used in the operations, maintenance, monitoring and repair of water and wastewater systems, facilities, buildings, appurtenances and equipment.
- Regulatory requirements and laws related to water treatment, water distribution and sewer collections.
- OSHA General and Construction Industry Safety orders, California Department of Transportation Manual of Traffic Control Safety, and District's Injury and Illness Prevention Program.

3.2. Ability to:

- Function as part of a team.
- Understand and follow direction to independently complete work tasks in an efficient, timely and quality manner.
- Establish, maintain and foster positive and effective working relationships with District personnel, customers and outside agencies.
- Understand and apply federal, state and local policies, procedures, laws and regulations related to water and wastewater operations.
- Physically and mentally perform the necessary tasks for operations of water treatment, water distribution, sewer collections and park facilities, including operation of all Operations Division vehicles and equipment.
- Competently use computers and applicable software as it relates to maintenance and operations reporting and record keeping.

3.3. Education:

- High school diploma or equivalency thereof.

3.4. Experience:

Utility Operator I must have at least one of the following:

- One (1) year of experience in the operations, maintenance, repair and construction of water treatment, water distribution and wastewater systems.
- One (1) year of experience in the maintenance of facilities, grounds, vehicles or equipment.
- Six (6) months of participation in District's Water/Wastewater Intern Program.

3.5. Licenses, Certifications and Other Qualifications:

- Valid California Class C Driver's License with a satisfactory driving record.
- Valid Grade 1 Water Treatment Operator (T1) certification issued by the State Water Resources Control Board.
- Valid Grade 1 Distribution Operator (D1) certification issued by the State Water Resources Control Board.
- Valid Grade 1 Sewer Collection System Operator certification issued by the California Water Environmental Association (or comparable certificate).

3.6. Residency:

- In order to respond to critical water and sewer emergencies, the Utility Operator I must reside within 30 minutes of the District boundary.
 - This requirement must be met within the first six (6) months of employment.

4. Desired Qualifications

4.1. Experience:

- Two (2) years of experience in the operation and maintenance and/or construction of potable water treatment and distribution systems, wastewater collection systems, and/or park and recreation facilities
- Two (2) years of experience in grounds maintenance and/or vehicle and equipment maintenance.

4.2. Licenses, Certifications and Other Qualifications:

- Valid California Class A Driver's License.
- Valid Grade 2 Water Treatment Operator (T2) certification issued by the State Water Resources Control Board.
- Valid Grade 2 Distribution Operator (D2) certification issued by the State Water Resources Control Board.

5. Exceptions to Required Qualifications

5.1. A combination of education, training and experience may be accepted in lieu of the required qualifications. Such education and experience must clearly demonstrate that the candidate has the ability to perform the essential job functions of the position.

- Acceptance of education, training and experience in lieu of required qualifications is at the sole discretion of the General Manager. It is not guaranteed or appealable.

5.2. Applicants who clearly demonstrate the ability to perform the essential job functions of the position, but do not possess required certifications may be provided twelve (12) to eighteen (18) months after employment to obtain such certifications.

- Provision of additional time to obtain required certifications is at the sole discretion of the General Manager. It is not guaranteed or appealable.

6. Basic Work Hours

7:00 a.m. to 4:00 p.m., Monday through Friday. Some work on weekends and after-hours is required when on standby.

7. Working Conditions

7.1. Physical Demands:

Most of the work day involves doing tasks that require the following physical demands for extended periods of time:

- Standing, balancing, walking and working on uneven, steep and slippery terrain; climbing up and down slopes and stairs.
- Kneeling, stooping, bending and squatting.
- Lifting, pulling and carrying - regularly up to 20 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.
- Use of hands to handle or feel objects, tools, equipment, controls, electronics, computer appurtenances; to write; and to perform fine and large motor skilled tasks.
- Use of hands, feet, coordination and vision required to drive vehicles and operate equipment in normal and hazardous conditions.
- Hearing clearly and speaking loudly and clearly.
- Utilizing close and distance vision.
- Sitting and use of hands and vision to perform computer and other tasks.

7.2. Mental Demands:

- Reading, writing and mathematics.
- Analysis, problem solving and independent judgement.
- Attention to detail and accuracy.

- Communication and social skills.

7.3. Environmental Demands:

Most of the work day is spent outdoors, working in the following conditions for extended periods of time:

- Extreme cold and hot, typically ranging from 10-105 degrees.
- Extreme weather: snow, rain, wind and heat.
- Work during day and night; bright and dark.
- Exposure to fumes/gases from engines, sewage, water treatment chemicals, vegetation control and other chemicals, dust and naturally occurring gases in confined spaces.
- Exposure to bees, wasps, spiders and other insects and pests.
- Exposure to noise and vibration from tools and equipment.

8. Changes

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.