



Marina Coast Water District

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LEAD OPERATOR

DEFINITION

Under general supervision, provides lead direction and work instruction to an assigned crew, troubleshoots and prioritizes maintenance and repair problems; performs the full range of work in support of District water treatment and distribution and/or wastewater collection system installation, inspection, preventive and corrective maintenance and repair activities; ensures safety policies and procedures are adhered to; performs underground televised water and wastewater line inspection and hydrocleaning of wastewater collection lines; inspects and performs preventive maintenance, servicing and mechanical repair of stationary pump and lift stations and mobile equipment; acts as the Operations and Maintenance Supervisor on a relief basis; performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

General supervision is given by the Operations and Maintenance Manager and the Operations and Maintenance Supervisor. Direct supervision is exercised as required. Crew direction and training in safety and work procedures are provided to field operations and maintenance staff on an as-needed basis.

CLASS CHARACTERISTICS

The Operator III is the skilled, advanced journey-level class that participates in all District activities required to ensure that systems and facilities are maintained in a safe and effective working condition. Responsibilities include performing work in all maintenance areas, depending upon the immediate needs of the District. This may include water treatment and distribution and wastewater collection systems maintenance in all locations of the District. The work involves preventive and corrective maintenance program implementation and assistance in ensuring that the District meets all regulatory agency requirements. The incumbent troubleshoots and performs repair on a variety of mechanical and electrical equipment as well as providing training, guidance and oversight to staff as assigned. This class may also be assigned to special projects and additional administrative responsibilities. This class is distinguished from the Operations and Maintenance Supervisor in that the latter is the full supervisory level in the class series, with responsibility for day-to-day maintenance and repair activities.

EXAMPLES OF DUTIES (Illustrative Only)

When performing all assignments:

- Troubleshoots problems in water treatment and distribution and wastewater collection systems, including stationary and mobile mechanical and electrical equipment; estimates materials and supplies required and performs skilled repair work.
- Responds to customer complaints and emergency calls for service; uses inspection equipment to identify causes; and assists in mitigating overflow spills, leakages and damage as required.
- Acts as crew leader on a day-to-day basis; acts for the Operations and Maintenance Supervisor on a relief basis.
- Trains, directs and reviews the work of less experienced staff.
- Performs the full range of Operator duties, such as:

When performing the wastewater collection systems assignment:

- Inspects underground wastewater collection mains and associated appurtenances using closed-circuit television equipment to locate leaks, breaks, infiltration and the buildup of dirt, debris, roots and other materials on a scheduled preventive maintenance basis.
- Installs, maintains and repairs wastewater collection mains.
- Operates hydro-cleaning equipment to clean and flush wastewater collection lines on a scheduled or emergency basis.
- Repairs and maintains, manholes, cleanouts, catch basins and other drainage facilities.
- Services and maintains mobile equipment in a clean and orderly condition; makes minor repairs as needed; may service and repair television inspection and specialty hydro-cleaning equipment.
- Inspects lift stations on a scheduled basis; reads and records flow meters and gauges; performs servicing and repair of pumps, motors, valves and other mechanical and electrical equipment.
- Contacts the public to inform them of activities and shut-downs; explains applicable rules and regulations.

When performing the water distribution systems assignment:

- Inspects underground water pipes and associated appurtenances to locate leaks, breaks and infiltration on a scheduled preventive maintenance basis.
- Installs potable water mains, fittings, valves and fire hydrants; taps, repairs and replaces water service lines.
- Services and maintains mobile equipment in a clean and orderly condition; makes minor repairs as needed.
- Inspects pumping stations on a scheduled basis; reads and records flow meters and gauges; performs servicing and repair of pumps, motors, valves and other mechanical and electrical equipment.

- Learns and performs chlorination of the water distribution system and the maintenance of chlorination equipment.
- Learns and performs sampling of the water distribution system and may perform routine chemical and physical tests.
- Repairs, replaces and may read water meters.
- May learn and perform water treatment plant operations and operation of water treatment and distribution control equipment such as telemetry controls, chemical feeders, chlorinators and hypochlorite generators.
- May learn and perform handling of water treatment instrumentation and control equipment

When performing special projects or other administrative duties:

- May conduct purchases and order parts, supplies and safety equipment.
- May act as liaison between the District and contractors, vendors and other public agencies that provide services to the District and supervise the work of same; process purchase orders and invoices from suppliers, vendors, contractors and agencies in a timely manner.
- May dispatch emergency and non-emergency two-way communications to operations & maintenance crews.
- May support the efforts to implement and maintain the District's backflow program.
- With the Operations and Maintenance Manager's guidance, may develop work plans for the operations and maintenance department; identify issues, problems and set goals.
- May implement safety awareness program and training and ensure District compliance with federal, state and local safety laws and regulations.
- File reports with the appropriate federal, state and local authorities on sewage spills and other damager as required by law.
- Maintain reports, records and files related to work.

QUALIFICATIONS

Knowledge of:

- Principles, practices, tools, equipment and supplies required to maintain and repair water treatment and distribution infrastructure, wastewater collection mains and lift stations.
- The operation, cleaning and preventive maintenance of water treatment and distribution facilities and equipment.
- Basic principles and practices of mobile equipment servicing and repair.
- Tools and equipment required for the work.
- Basic safety practices related to the work, including confined space entry.
- Applicable laws, codes and regulations.
- Computer applications related to the work.
- Basic supervisory principles and practices, including training staff in work procedures.

- Techniques for providing a high level of customer service to the public and District staff, in person and over the telephone.

Skill in:

- Performing skilled and semi-skilled work related to the installation, inspection, maintenance and repair of underground water and wastewater infrastructure, including booster pump and wastewater lift stations.
- Operating, maintaining and repairing water treatment and distribution facilities and equipment.
- Performing servicing and minor maintenance on a variety of stationary and mobile equipment.
- Responding effectively to emergency situations and troubleshooting such situations.
- Safely using hand and power tools related to the work and driving and operating trucks and hydrovactor equipment.
- Interpreting and explaining laws, regulations, policies and procedures.
- Making accurate mathematical calculations.
- Reading maps, manuals and specifications.
- Maintaining accurate records of work performed.
- Prioritizing own work and using independent judgment within procedural guidelines.
- Serving as crew leader and training others in work procedures.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Education/Experience:

Equivalent to graduation from high school and three years of skilled maintenance experience in both water distribution and wastewater collection systems or three years at a level equivalent to that of MCWD System Operator II.

Or

Associate of Arts or Science degree from an accredited college with specialized coursework in a technical field related to the work that includes the fundamentals of water supply principles and one year of experience in water technology to include distribution, treatment or wastewater collection systems.

Licenses and Certifications:

Must possess a valid California commercial class B driver's license with appropriate endorsements and have a satisfactory driving record. The following certification is required within 24 months from appointment date:

California Waterboards Water Treatment Operator Grade II

California Waterboards Distribution Operator Grade III

AWWA Cross Connection Control Specialist

AWWA Backflow Tester

The following certification is required within 60 months from appointment date:

California Water Environment Collections System Maintenance Grade III

Physical Demands:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; mobility to inspect various water distribution and wastewater collection system and pumping/lift station sites; physical stamina to perform system and maintenance repair work, work on uneven terrain and lift and carry equipment and materials weighing up to 50 pounds; vision to read printed materials and a computer screen and hearing and speech to communicate in person, over the telephone and a two-way radio.

Other Requirements:

Must be willing and normally available for responding to off-hours emergency situations at all times. This position may require participation in the On-call rotation and will be eligible for On-call pay and overtime compensation policies of the District. The work requires outside exposure to all weather conditions with dust, noise, traffic, some potentially hazardous materials and electrical or heavy equipment.

FLSA Status: Non-exempt eligible for overtime

Bargaining Unit: MCWD Employees Association