



Job Code: 0457
FLSA: NE
Unit: PCEA
Revised:

CHIEF UTILITIES SYSTEM OPERATOR

DEFINITION

This classification plans, controls and supervises the overall activities of the water, sewer and storm drain maintenance and operations services for the Operations Services Division (OSD) of the Public Works Department. This includes planning, organizing and directing all operations and maintenance functions required; supervising assigned crews that perform technically complex duties in the operations and maintenance of the water and sewer systems; responding to citizen's needs and inquiries; providing reasonable and technical assistance to staff. Performs related duties as required. This classification is regarded as the Chief System Operator in relation to State regulations.

SUPERVISION RECEIVED/EXERCISED

Receives general direction from the Utilities Superintendent. Exercises direct and indirect supervision of personnel in assigned sections.

TYPICAL DUTIES

1. Assists in developing and implementing goals, objectives, policies and priorities for the division and assigned sections.
2. Monitors water and sewer/storm systems for proper operation to ensure safe operation and regulatory compliance.
3. Plans, directs, coordinates, supervises and reviews the work of crews engaged in the operations and maintenance of the water and sewer/storm systems.
4. Assists in the purchase of equipment, materials and supplies, including conducting research, preparing specifications, soliciting bids, reviewing and selecting bidders.
5. Evaluates division's personnel and prepares required reports.
6. Develops subordinate staff and ensures division operates in compliance with applicable division, department and City policies and procedures.
7. Maintains a safe work environment in compliance with OSHA regulations.
8. Investigates complaints and suggests corrective actions. Processes and answers claims.
9. Provides forecast planning for work assignments and materials needed for task completion.
10. Prepares and tracks budgets and related reports.

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11. Monitors the performance of the water, sewer/storm systems using the SCADA computerized system on a routine basis.
12. Inspects work sites to evaluate work process and quality, resolves work problems, determines needs and provides continuous support and follow-up.
13. Keep abreast of and maintain knowledge of applicable regulations and techniques in the operation and maintenance of water and sewer systems, including up-to-date supervisory practices.
14. Inspects and participates in review of new and corrective construction projects.
15. Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Materials, methods, practices and equipment used in water distribution and wastewater maintenance, operations and repair activities.
2. Types and levels of maintenance required in water and wastewater systems.
3. Occupational hazards and standard safety practices as outlined in SB198.
4. Principals of supervision and training.
5. Principles and practices of administration, budget and personnel management.
6. Workplace hazards and accepted safe work practices including OSHA regulations associated with defined area of responsibility.
7. Safe driving and equipment operation practices.

Ability to:

1. Plan. Organize, review and supervise the work of operations and maintenance crews.
2. Evaluate and troubleshoot problems, identify materials and resources needed to solve problems.
3. Read and interpret plans, blueprints, and work from sketches and prepare plans for minor projects.
4. Prepare and maintain a variety of reports.
5. Supervise, develop, evaluate and train subordinates.
6. Communicate clearly orally and in written reports.
7. Establish, maintain and foster a positive and harmonious working environment in the work group.
8. Estimate time, materials and equipment necessary to complete work assignments.
9. Make decisions and communicate those decisions to work groups and the management team effectively.
10. Maintain a proactive training program including safety OSHA requirements.

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Skill to:

1. Operate modern office equipment including computer control equipment.
2. Operate a motor vehicle.
3. Operate all equipment and systems used by crews to assist when necessary.

Education and Experience:

Any combination of training and/or experience that would likely provide the required knowledge, skills and abilities would be qualifying. A typical way to do this might be:

Four years of increasingly responsible experience in operations and maintenance of a water and/or sewer system, and a high school diploma or GED equivalent.

Supervisory and safety training is desirable.

License/Certification:

1. Possession of a Grade 5-water distribution license issued by the State of California or the ability to obtain an interim or temporary Grade 5 distribution license issued by the State is required.
2. Possession of a Grade 2-water treatment license issued by the State of California is required.
3. A grade I CWEA sewer collection license is required.
4. Valid California Class C driver's license.
5. Ability to obtain a Class A California driver's license within two years of hire is desirable.
6. A valid backflow prevention certificate is desirable.

Other Requirements:

1. Chief Operators need to be available for emergency callout on occasion and available for phone consultation during off-hours.
2. Ability to work in a standard office, sit, stand, walk, crawl, kneel, crouch, climb and lift 50 lbs.
3. Work in adverse weather conditions and in confined space, around electrical hazards, chemicals, dust, mechanical hazards and travel to various locations.