



Job Code: 0455
FLSA: NE
Unit: PCEA
Revised:

LEAD UTILITIES SYSTEM OPERATOR

DEFINITION

Under limited supervision from the Chief Utilities System Operator, directs and supervises the work of maintenance and operations crews in charge of the water, sewer and storm drain systems. Personally performs difficult tasks associated with the repair, maintenance and operations of these systems. In addition is responsible for specific administrative functions and performs related work as required. This position is considered to be the shift supervisor.

SUPERVISION RECEIVED/EXERCISED

Receives immediate direction from the Chief Utilities System Operator and works closely with the Utilities Superintendent. With this direction assigns and is responsible for work performed by assigned crews.

TYPICAL DUTIES

1. In accordance with division programs, plans and schedules the work of operations and maintenance crews on a daily, weekly and monthly basis.
2. Instructs, assigns and monitors the work performed for quantity, quality, safety and schedule compliance.
3. Trains personnel in the proper performance of required tasks.
4. Monitors the water, sewer and storm drain systems routinely for proper performance using a SCADA computer control system.
5. Organizes specific work tasks to be performed including determining and securing the necessary tools, equipment, type and amount of materials required. Coordinates work as necessary with other division personnel or other field service personnel.
6. Regulates water pressures, chlorine and fluoride residuals in the water distribution system.
7. Responds to and coordinates work in regard to customer inquiries and complaints about water quality, pressure problems, sewer back ups, and leaks.
8. Coordinates the USA underground marking assignments.
9. Oversees and installs backflow prevention devices.

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10. Performs difficult duties associated with the operations and maintenance of the water, sewer and storm drain systems. Including installing water and sewer mains, laterals and meters, repairing worn or damaged pipes, pumps, motors, valves and associated equipment.
11. Oversees and assists sewer inspection crew in using television pipeline inspection equipment.
12. Cleans and removes stoppages in sewer lines by operating sewer equipment such as a hydroflusher or vactor truck.
13. Operates all types of equipment associated with duties.
14. Records readings on flow meters, psi gauges and various equipment routinely.
15. Operates computerized controlled equipment and makes adjustments as necessary.
16. Sets up and operates traffic control devices around work areas.
17. Maintains system records and produces various reports.
18. Assists in the preparation of budgets.
19. Assists in the ordering and purchase of equipment as assigned.
20. As necessary, provides the engineering division and contractors with technical information and plan review comments regarding the water, sewer and storm drain systems.
21. Routinely performs maintenance and operations duties in the field.
22. Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Basic flow mechanics to calculate flows, volumes and dosages.
2. Common safety procedures for working in confined or hazardous environments and for working with chemicals.
3. Pump and motor parts, valving and operation of pump maintenance, repairs and troubleshooting.
4. Construction and repair of water and sewer mains, including laterals, meters and backflow devices.
5. Knowledge of State regulations governing the operation of sewer and storm drain collection systems.
6. Knowledge of State regulations governing the operation of a public water distribution system.
7. The use of a computerized SCADA control system.

Skill to:

1. Read and understand materials such as safety manuals, operating manuals, equipment manuals and work orders or complaint forms.
2. Read and use basic blueprints, maps and schematic diagrams.
3. Perform plan checks for new construction and upgrades to existing infrastructure.

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4. Communicate effectively and courteously with supervisors, co-workers and the public.
5. Follow written and oral instructions.
6. Write legibly to fill out time cards, reports and forms and use of Basic English to complete simple forms.
7. Add, subtract, multiply and divide to calculate volumes and dose chemicals.
8. Appropriately select and operate power tools for required work.
9. Independently lift and move materials weighing up to 65 pounds and with assistance up to 100 pounds.
10. Safely operate heavy equipment such as a backhoe, skip loader and crane.
11. Perform physical labor throughout the workday, involving standing for extended periods of time, stooping, working in cramped areas and on uneven surfaces.
12. Supervise and instruct personnel.
13. Assure a safe work environment for assigned crews working in potentially hazardous environments.
14. Posses basic computer skills.
15. Evaluate and troubleshoot problems with pumping and controlling systems and valves.
16. Operate and control a water distribution system, and a sewer and storm drain collection system on a routine basis.

Education and Experience:

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

High school graduation or GED equivalent and two to three years experience at the journey level in the operation and maintenance of water and or sewer systems.

License/Certification:

1. Valid class C California driver's license.
2. State of California Grade III water distribution license is required.
3. State of California Grade II water treatment license is required.
4. A valid Backflow prevention certificate is required within two years of hire.
5. A Grade I CWEA Sewer collection certification is required.
6. Within one year must obtain a valid Class A California driver's license.

Other Requirements:

1. Work outside routinely in various weather conditions and in construction zones with dust and pollens.
2. Work with and near chemicals such as chlorine, hydrofluorasilic acid and in the vicinity of high voltage wires, high-pressure gas, water and sewer mains, and toxic gas.
3. Wear work uniform and safety equipment provided by the City.
4. Climb ladders and tanks up to 35 feet in height.
5. Work in and around manholes and pipes.
6. Occasionally respond to emergency call outs or requests for guidance during off times.