

Santa Nella County Water District

CHIEF OPERATOR

POSITION SUMMARY

Serves as the lead certified operator for the Santa Nella County Water District (District) under direct supervision of the General Manager (GM); controls and supervises operation of the water treatment plant, water distribution system, wastewater treatment plant and the sewer collection system. Provides day-to-day leadership for the operation of the plants, distribution system, and collection system including but not limited to operations and maintenance, repairs, providing data to the GM and preparing regulatory reports; seeks to carry into effect the expressed directions of the GM including assistance in planning for short, medium and long term plant objectives, and any other task as directed by the GM.

EMPLOYMENT CLASSIFICATION

Classification: Non-Exempt
Position: At-Will
Responsible to: General Manager
Supervision Level: Supervise operators and maintenance crew; report to GM daily
Certification: Grade T-2 or higher in water treatment; Grade D-2 or higher in water distribution; and Grade T-1 or higher in wastewater treatment
Pay grade: Hourly plus overtime, call-duty pay, certification pay
Benefits: Retirement, health benefits, vacation, sick leave, paid holidays

JOB DESCRIPTION

Water

Supervises and/or operates and maintains all necessary water treatment and water distribution equipment for treating, storing, and delivering potable water. Controls plant operation using automatic equipment operations or making manual adjustments. This includes computing chemical dosing and flow rates, operating pumps, chemical feed systems, valves and other equipment. Maintains proper chemical applications and storage. Collects lab samples and performs lab analysis. Prepares reports and maintains records, including a log of all daily events. Complies with regulatory requirements as mandated by the California Department of Public Health (CDPH), and other water regulators. Observes and complies with all District safety rules; trains subordinates. Works after hours as call-duty operator, including but not limited to weekdays, weekends, and holidays. Responds to all water emergencies.

Wastewater

Supervises and/or operates and maintains all necessary wastewater treatment and sewer collection system equipment for maintaining, treating, and discharging treated effluent to land disposal or other treated effluent disposal practice as permitted. Controls plant operation and lift stations by supervising and/or performing the use of automatic equipment operations or manual adjustments. Supervises and/or performs cleaning and disposal of headwork screenings; operation of pumps, sewer line cleaning equipment, valves, lift stations and other equipment. Supervises and/or performs collection of lab samples and of lab analysis. Supervises and/or performs treated effluent disposal operation

including but not limited to the District owned pasture. Supervises and/or prepares reports and maintains records, including a log of all daily events. Complies with regulatory requirements as mandated by the California Regional Water Quality Control Board (CRWQCB), the State Water Resources Control Board (SWRCB), and other wastewater regulators. Observes and complies with all District safety rules; trains subordinates. Works after hours as call-duty operator, including but not limited to weekdays, weekends, and holidays. Responds to all wastewater emergencies.

PRINCIPAL DUTIES

Water

Shall supervise and/or perform the following duties including but not limited to:

- daily - check operations
- fill chemicals
- backwash filters
- calibrate meters
- maintain plant and office grounds
- maintain daily logs
- read meters
- housekeeping
- collect and analyze daily samples and chlorine residuals
- collect regulatory bi-monthly samples and report results monthly
- monitor and operate District Well
- monitor and operate distribution and blending system
- respond to all work orders and Underground Service Alert (USA) tags
- conduct field repairs
- prepare monthly CDPH report
- provide data to GM for monthly Board report
- any other duties or tasks as assigned

Wastewater

Shall supervise and/or perform the following duties including but not limited to:

- daily - check operations and collection system
- check lift stations
- operate pumps
- clean and dispose of headwork screenings
- operate effluent disposal
- maintain plant and office grounds
- maintain daily logs
- read meters
- housekeeping
- collect and analyze daily samples
- collect regulatory bi-monthly samples and report results monthly
- respond to all work orders and USA tags
- conduct field repairs

- prepare monthly CRWQCB report
- provide data to GM for monthly Board report
- any other duties or tasks as assigned

Weekend/Holiday Duty

Shall be available to check the water treatment plant and sewer lift stations on Saturday, Sunday and holidays.

Shall be compensated for checking the water treatment plant and sewer lift stations on Saturday, Sunday and holidays by receiving three hours, per day, at regular rate of pay, pursuant to Department of Industrial Relations, Wage Order #4, section 1, sub-section B, overtime exemption for public agencies [special district]. In the event the operator must work more than three hours due to an unforeseen occurrence while performing Weekend/Holiday duty, the operator will be compensated with overtime pay at one and one-half (1/2) times the regular rate of pay for hours actually worked, after the three hour compensation.

After-Hours Call Duty

Call-duty is defined as work performed outside Weekend/Holiday Duty or outside the regular duty schedule, which is Monday through Friday, 8:00 am to 4:00 pm.

Shall respond, without delay, to any calls received that, without immediate attention, pose a risk to public health, and/or the safety of the District, its assets, and/or employees. Shall immediately notify the GM of any risk to public health, District assets, or employees.

Shall be compensated for actual hours worked outside regular duty schedule and Weekend/Holiday Duty, where the operator must respond to ensure the integrity of the system. Shall be compensated with overtime pay at one and one-half (1 1/2) times the regular rate of pay for hours actually worked, pursuant to Department of Industrial Relations, Wage Order #4, section 2, sub-section D, emergency call-outs only.

Weekend/Holiday Duty and After-Hours Call Duty pay is non-pensionable income.

KNOWLEDGE AND ABILITIES

The following applies to both water and wastewater facilities:

- knowledge of conventional and/or direct filtration water treatment facilities and equipment
- knowledge of water distribution systems and operation
- knowledge of conventional activated sludge or pond system wastewater treatment facilities and equipment
- knowledge of sewer collection systems, operation and equipment
- ability to operate sewer line cleaning equipment
- ability to use landscape tools such as mowers, weed eater and pruning shears
- ability to apply weed killing chemicals
- ability to read numbers on a meter
- knowledge of safety rules and regulations
- basic knowledge of electrical and mechanical equipment including tractor

- ability to use hand tools
- ability to perform manual labor
- knowledge of basic laboratory practices and sampling techniques
- knowledge of preventative maintenance procedures
- ability to assess operational needs and take appropriate action
- ability to prepare clear, complete and concise written reports
- ability to follow and give oral and written instructions
- ability to work cooperatively and communicate effectively with the GM, subordinates, co-workers, customers, vendors, consultants, and regulatory agencies

QUALIFICATIONS

High School Diploma or General Education Diploma.

Five or more years demonstrated supervisory and operations experience at a water treatment plant classified by the CDPH as T-2 or higher, AND certification in Water Treatment Grade 2 or higher, AND Water Distribution Grade 2 or higher, AND certification in Wastewater Treatment Plant Operator Grade 1 or higher.

Certification in collection system is preferred.

Intermediate working knowledge of computers, including software application of Microsoft Excel, Word and Outlook, or other applications in use, including software used by regulatory agencies and Internet Search Engines.

Must maintain a valid State of California driver's license.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Must possess ability to perform plant and field operations during regular duty and in emergencies; ability to work in plant facilities and outdoors in varying temperatures and weather conditions; some assignments may be performed in a shop or office; frequently stand, walk, stoop; kneel and crouch; must possess normal manual dexterity and eye-hand coordination; ability to lift objects, including heavy equipment and supplies; perform duties assigned while wearing safety gear (respirator equipment, ear plugs, hard hat, safety glasses, safety vest); ability to use and to interact with employees that are using hand and power equipment, testing equipment, system monitoring, maintenance, adjustments and operations; exposure to hazardous materials, smoke, gasses and fumes; exposure to hazards such as moving machine parts and electrical current; must possess safe work practices and procedures.

Must be able to sit at a computer; talk on the telephone, while writing information or taking notes; stand to work with customers, vendors, employees, and others, as needed; twist upper body to use plant and field equipment, office equipment and relocate shelved materials; stand, stoop, crouch, kneel or squat to retrieve materials on low shelves; walk to deliver or retrieve materials at the plant, in the field or at the administrative office.

Must possess customer service skills with proper customer service etiquette, and ability to operate cell phone or other communication equipment for communication purposes; ability to use a computer for data entry and to generate correspondence, reports, emails, and any other written document; ability to

use pens and pencils to write and record data; possess multi-task skills such as listening for telephone, listening to customers in the field while taking notes; and work under general plant noise of operating machinery.

Must possess ability to read and comprehend written and oral instructions; ability to conduct research on the internet; ability to use various hand tools and plant equipment, and office equipment including but not limited to printer, copier, and fax machine; ability to instruct in the educational and safety programs of the organization; drive to perform field duties, run errands, purchase/pick up supplies and respond to emergencies.

DISCLAIMER

The Santa Nella County Water District reserves the right to modify job duties at any time and the job description is not designed to cover every responsibility required of the employee.

This job description is adopted by the Board of Directors of the Santa Nella County Water District on the 13th day of September 2012 by the following vote:

AYES: *Hallinan, Silvas, DiConza, Imor, Landry*
NOES:
ABSTAIN:
ABSENT:

Thomas W. Hallinan

Thomas Hallinan, President

Attest:

Amy Montgomery

Amy Montgomery, Secretary-Manager