



CHIEF WATER SYSTEM OPERATOR

DEFINITION

Plan and direct technical work involving process, production, treatment, distribution, control, operation, repair and maintenance of the City's water production and distribution systems, and other facilities and programs as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Water Systems Administrator. Exercises direct supervision over certified water treatment and distribution system operators and other maintenance staff. Exercises discretion and independent judgment with respect to assigned duties.

EXAMPLES OF DUTIES

The following are typical illustrations of duties encompassed by the job class but are not an all inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS

Plan, schedule and operate the water production and distribution systems to ensure compliance with all applicable regulations. Coordinate surface water supply to ensure adequate water delivery, and the proper blending of the delivered surface water with supplemental ground water. Plan preventative maintenance functions. Interpret alarms, meters, gauges, computerized SCADA programs, control panels, and test results to determine process control, water quality, production, and distribution criteria. Make daily decisions regarding need for adjustments and changes in system operation to gain improvements in system safety, efficiency, and economy. Schedule operation and maintenance work, ordering of materials, and maintain records. Implement an ongoing preventative maintenance program and accurately maintain and compile records and reports. Assist in hiring, training, supervision and evaluation of personnel. Develop and review progress of projects and work assignments with assigned personnel and assist them in organizing resources. Read and review plans, assist in all water system operations and maintenance, to include telemetry communications with SCADA to the remote well and storage facilities. Establish training program for distribution and production personnel in processes, operation of equipment, preventative maintenance, system control, sampling, safety practices and, recordkeeping. Assist in operating budget preparation for all water system programs. Compile and sign California Department of Public Health mandated water system compliance reports. Regular, predictable, consistent and timely attendance is an essential function of the position, in

that Employee must be present to work on facilities and equipment affecting the public's health and safety

OTHER JOB FUNCTIONS

Review data, analyze results and prepare reports as required. Coordinate with other environmental services programs, such as the City or private laboratories ensuring tests and analysis are complete and a record of results are available for use. Respond to inquiries or concerns from citizens and other departments and agencies. Participate with tours and public presentations related to water system programs. Work with consultants and contractors with regard to system expansions and operations. Oversee and manage maintenance contracts for water system operations. Plan and direct safety and training programs for the water production and distribution facilities. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Supervisory and training principles and practices of first line management.
- Use, handling and disposal of hazardous chemicals associated with water treatment.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Oversee all State required sampling and reporting requirements including the required response requirements associated with water system contamination.
- Operation, use and applications of computer systems and related software.
- Work safety and accident prevention programs as related to water system facilities.
- Budget development and expenditure control, including development of capital improvement plans.
- SCADA control systems and the data management needed for compliance with local, state and federal regulations.
- State and Federal water rules and regulations governing the treatment and distribution of potable water and related programs.
- Safety programs related to water facilities.

Skill to:

- Develop, interpret and implement Department policies
- Manage, direct, coordinate, and evaluate the work of assigned personnel
- Read and interpret blueprints and plans
- Interpret and apply laws and regulations
- Prepare and present clear, concise, and competent reports, both orally and in writing
- Establish and maintain effective work relationships with those contacted in the performance of required duties

Ability to:

- Supervise and operate a California Division of Drinking Water designated D-5 community water system
- Use a variety of computer software to control water system processes and prepare a variety of reports, spreadsheets and records
- Work independently making appropriate decisions in fast paced, high-pressure situations
- Interact effectively with the public and employees
- Communicate clearly and concisely, both orally and in writing. Supervise and train assigned personnel

MINIMUM EDUCATION AND EXPERIENCE:

Education:

Associate degree in a technical field related to water systems and/or plant operations, such as engineering, mechanical science, chemistry, biology or an associated discipline. Or, two years of operating a D4 water system in a supervisory, chief or shift operator capacity. Course work from an accredited college/university in a closely related field is a plus.

Experience:

Four years of experience in work involving the maintenance and operation of water systems including sampling, and backflow.

License and Certificate:

Required upon hire:

1. Possession of a valid California Driver's License.
2. Possession of a current Grade-4 Distribution Operator Certificate issued by the California Division of Drinking Water.
3. Backflow Tester certification issued by AWWA or NCBPA

Prior to the end of probation:

1. Obtain Grade 5 Water Distribution Operator Certificate issued by the California Division of Drinking Water within 18 months of hire
2. Possession of a current Grade-2 Water Treatment Plant Operator Certificate issued by the California Division of Drinking Water
3. Cross Connection Specialist Certification from American Water Works Association or Northern California Backflow Prevention Association

ADA COMPLIANCE

Physical Ability: Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Other Requirements:

Sensory Requirements: Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with objects and people.

Environmental Factors: May be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, work space restrictions, intense noises, and environmental dangers.

Council Action: