



City of Greenfield

UTILITIES SYSTEM OPERATOR (WATER | WASTEWATER)

Job Title:	Utilities System Operator
Department:	Public Works - Utilities
Reports To:	Public Works Management
Employee Type:	Fulltime
FLSA Status:	Non-exempt
Effective Date:	07.2016

DEFINITION:

Under direct and general supervision, learns to perform the full array of duties assigned to classes in the Utilities System Operator series, including skilled and semi-skilled work in assisting with maintenance, repair, and monitoring of the City's Wastewater Plant, Water Operations, Distribution System and Collection System; performs related work as required.

CLASS CHARACTERISTICS:

This is the entry level in the Utilities System Operator class series. Incumbents learn and perform a variety of monitoring, maintenance, operations, and repair work on the City's wastewater treatment system and potable water infrastructure. It is distinguished from Utilities System Shift Operator by performing less complex work.

SUPERVISION RECEIVED AND EXERCISED

Receives close supervision from management and technical and functional supervision may be provided by the Operations Manager. No direct supervision is exercised.

ESSENTIAL FUNCTIONS:

The following duties and functions are normal for this position. The omission of specific statements of the duties/functions does not exclude them from the classification if the work is similar, related, or a logical assignment for this position. Other duties may be required, assigned, and expected commensurate with the administrative needs of the department and organization.

When performing the water production, treatment and distribution assignment:

- Turns water service on and off based upon customer requests or when payment for water service is delinquent
- Reads water meters on a scheduled basis and records readings on an automated system for billing purposes
- Taps lines to install new services; repairs water distribution or service lines, hydrants and meters
- Following an established schedule, monitor water wells, check chlorine pumps, take a variety of pressure and flow readings
- Performs minor maintenance on pumps and equipment as required



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- Learn to operate equipment such as air compressors, pneumatic hammers, concrete saws, pipe cutters, sprayers, compactors, and related equipment

When performing the wastewater collection, treatment and disposal assignment:

- Following an established schedule, monitor lift stations and perform minor repairs on pumps and equipment as required
- Monitor the wastewater treatment plant; clean and perform minor maintenance on plant equipment; take a variety of effluent and flow readings
- Clean wastewater collection lines and related equipment
- Maintain wastewater disposal areas, with use of heavy equipment

EDUCATION AND/OR EXPERIENCE:

- High School diploma/GED and construction and maintenance experience sufficient to provide the knowledge and skills and abilities necessary for Utilities System Operator
- Ability to: Speak and hear clearly and precisely on the telephone, on the radio, and or in person while communicating with the public. Understand and follow oral and written instructions

LICENSE / CERTIFICATE:

UTILITIES SYSTEM OPERATOR (WATER DIVISION)

- Possession of valid California Class B driver's license with a driving record acceptable by the City's insurance carrier
- Possession of Water Distribution Operator, Grade D2 certificate issued by the State Water Resources Control Board within 2-years (24-months) from date of hire
- Possession of Certificate of Completion in the Operation and Maintenance of Wastewater Collection Systems Volume I issued by California State University Sacramento within employment probationary period

UTILITIES SYSTEM OPERATOR (WASTEWATER DIVISION)

- Possession of a valid California Class B driver's license and have a driving record acceptable with the City's insurance carrier
- Possession of a Wastewater Treatment Plant Operator In-Training Certificate issued by the State Water Resources Control Board within employment probationary period
- Ability to obtain a Grade I Wastewater Treatment Plant Operator Certificate issued by SWRCB within 2-years (24-months) from date of hire
- Possession of Certificate of Completion in the Operation and Maintenance of Wastewater Collection Systems Volume I issued by California State University Sacramento within employment probationary period



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QUALIFICATIONS:

- Operation, maintenance and emergency repair of pumps, motors, pressure regulators, maintenance and repair of water distribution system
- Operational characteristics of standard construction and maintenance tools and equipment
- Safety requirements for the operation of trucks, construction vehicles and other equipment
- Applicable federal, state and local laws, codes and regulations
- Basic principles of mathematics and record keeping

ABILITY TO:

- Make mathematical calculations of moderate difficulty
- Understand, interpret and apply City policies to field situations
- Operate a personal computer
- Understand and carry out written and oral instructions. Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships with those contacted during work

QUALITIES OF A SUCCESSFUL UTILITY SYSTEM OPERATOR:

- Trustworthy; strong personal integrity
- Demonstrate strong level of accountability and ownership
- Collaborative/Team oriented
- Emotional Maturity
- Exhibit professionalism with internal and external customers
- Organized with strong attention to detail and time management skills
- High degree of initiative; self-starter

ENVIRONMENTAL ELEMENTS

Employees work primarily outdoors and are exposed to loud noise levels, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

Most duties in this class are performed under adverse working conditions, working outside, sometimes in bad weather, exposed to water, mud, dirt and grease; some positions may require more frequent exposure to unpleasant conditions including paint fumes, equipment noise.

Physical Conditions:

Most positions in this class require frequent lifting/carrying of objects weighing up to 50 pounds, and less frequently up to 60 pounds, stooping, kneeling, crouching, reaching and handling.



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May be required to work on evenings, weekends, and holidays; and/or participate in after-hours emergency response and on-call and callback assignments.

Disaster Service Worker:

In accordance with California Government Code Section 3100, City of Greenfield employees, in the event of a disaster, are considered disaster service workers and may be asked to respond accordingly.

All of the statements listed in this job description are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.