



## City of Greenfield

### UTILITIES SYSTEM SHIFT OPERATOR

---

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

---

#### **DEFINITION:**

Under Direct and general supervision learns to perform and performs 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 water and wastewater plant operations, distribution, and sewer collection; performs related work as required.

#### **CLASS CHARACTERISTICS:**

This is a mid-level class in the Utilities System Operator series that allows the operator to develop journey-level knowledge and abilities. Initially, under some supervision, the operator performs the more routine and more complex assignments within an established procedural framework where there are minimal consequences of error, including system maintenance and repair and customer service work. The Utilities System Shift Operator may advance to the next level after gaining experience, by obtaining required certifications and demonstrating a level of proficiency that meets the qualifications of the Utilities System Shift Supervisor.

The Water Treatment Operator Grade 1 certificate or a Wastewater Treatment Plant Operator Grade 1 certificate issued by the State Water Resources Control Board (SWRCB) is required for the Utility System Shift Operator. This class is distinguished from the Utility System Shift Supervisor classification in that the latter is a supervisor class responsible for job planning and providing on-site work direction to staff.

#### **SUPERVISION RECEIVED AND EXERCISED:**

Receives some supervision from the Utilities System Shift Supervisor. Technical and functional supervision may be provided by the Utilities Division Manager.



## City of Greenfield

### **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.

In the learning capacity, participates in the operation and periodic maintenance of a variety of wastewater treatment equipment. Following an established schedule.

- Learns basic operation of the Supervisory Control and Data Acquisition (SCADA) computer system.
- Follows safe work methods and safety precautions related to work.
- Learns to wash and clean bar screens, clarifiers, and other equipment as required.
- Cleans, paints, and maintains lift stations and grounds.
- Learns to operate various sizes of power-driven equipment.
- Assists with the removal and replacement of equipment.
- Learns to maintain wastewater disposal spray fields/ponds using heavy equipment.
- Learns to clean wastewater collection lines.
- Performs related duties as assigned.
- Turns on and off water service connection and notifies customers of water shutdowns.
- Learn to read water meters on a scheduled basis and record readings on automatic systems for billing purposes.
- Assists, installs, connects, relocates, and replaces service lines, valves, pumps, meter boxes, and fire hydrants; cuts and fits pipe and makes taps.
- Exercises valves by hand or with hydraulic equipment; marks valves to indicate direction of opening and number of turns to open.
- Participates in digging, widening and backfilling trenches and other excavations.
- Uses general carpentry and mechanical hand tools
- Learn to operate equipment such as air compressors, pneumatic hammers, concrete saws, pipe cutters, sprayers, compactors, and related equipment.
- Learn to take a variety of pressure and flow readings
- Performs duties in confined spaces, utilizing departmental safety policies and procedures; test manholes and other confined spaces for toxic or explosive gases and oxygen deficiency.
- Responds to customer inquiries and complaints regarding water or sewer service including sewer overflows and stoppages; takes appropriate action to resolve situations.



## City of Greenfield

- PHYSICAL, MENTAL, AND ENVIRONMENTAL WORKING CONDITIONS:
- Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movements in the performance of daily duties.

The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry and push tools, equipment, and supplies weighing up to 50 is also required. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, hot, and cold. The incumbent may use chemicals that may expose the employee to fumes, dust, and air contaminants, and be exposed to mechanical and electrical hazards.

**QUALIFICATIONS:** (The following are minimal qualifications necessary for entry into the classification.)

### **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 Shift 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:**

Must possess a valid California Class B driver's license and have a driving record acceptable by the City's carrier.

- Possession of a Wastewater Treatment Plant Operator Grade 1 Certificate issued by the State Water Resource Control Board (SWRCB) at the date of hire, and or
- Possession of a Water Treatment Operator Grade 1 Certificate issued by the State Water Resource Control Board (SWRCB) at date of hire.
- Possession of Water Distribution Operator, Grade D2 certificate issued by the State Water Resources Control Board (SWRCB) within 24 months from date of hire.



## City of Greenfield

- Possession of Certificate of Completion in the Operation and Maintenance of Wastewater Collection Systems Volume I issued by California State University Sacramento within 24 months from date of hire.

### **REQUIRED KNOWLEDGE:**

Methods, tools, equipment, and procedures related to a wastewater collection system;

- Operation, maintenance, and emergency repair of pumps, motors, pressure regulators,
- Maintenance and repair of the 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.
- **SKILLS AND ABILITIES:**
- 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 the work.
- **QUALITIES OF A SUCCESSFUL UTILITIES SYSTEM SHIFT OPERATOR:**
- Trustworthy; strong personal integrity
- Demonstrates a strong level of accountability and ownership
- Collaborative/Team oriented
- Emotional Maturity
- Exhibits 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



## **City of Greenfield**

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 periodically disagreeable working conditions, working outside, sometimes in adverse weather, exposed to water, mud, dirt, and grease; some positions may require more frequent exposure to disagreeable conditions including paint fumes, caustic chemicals, equipment noise and vibration, and dampness.

### **Physical Conditions:**

Most positions in this class require frequent lifting/carrying of objects weighing up to 50 pounds, stooping, kneeling, crouching, reaching, and handling; some positions require the ability to lift objects weighing up to 100 pounds maximum with frequent lifting up to 50 pounds and the ability to climb ladders, stairs etc.

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.