



**Position:** Lead Water Facilities Operator

**Reports to:** Water Operations Supervisor

**Definition:** Under general supervision, operates, maintains and performs repairs to facilities and equipment used in the treatment, storage, and distribution of potable and non-potable water; performs complex water utility field and treatment maintenance work; ensures compliance with District safety program; represents the District on construction and maintenance activities conducted by contractors; performs related duties as required. Incumbents perform the full range of skilled tasks and complex assignments under supervision, while exercising broader discretion and independent judgment within established guidelines. Certain duties may be assigned only when the incumbent has obtained dual certifications as described in the minimum qualifications below.

This is a skilled, advanced journey level classification in Water Facilities Operator Series. At this level the incumbent routinely provides lead duties to the field crews by coordinating and directing the work of subordinates.

**Supervision:** Reports to the Water Operations Supervisor; receives direction from the Operations Manager in the absence of the Water Operations Supervisor. Exercises daily functional supervision over field staff while serving as a member of a crew assigned to specific tasks.

**Typical Duties:**

Duties may include, but are not limited to, the following: operate and maintain potable and non-potable water production, distribution and storage systems including pumping equipment, valves and related equipment; interpret gauges, meters, and charts including reading meters; performs preventative maintenance program tasks on production and distribution system equipment and treatment facilities; flushes the systems and exercises valves; responds to and confirms the existence of water main breaks, leaks and hydrants; places safety signage and traffic control devices to maintain a safe work environment; isolates main breaks by operating distribution system valves and makes emergency shut-downs; responds to emergency situations as necessary for both treatment and distribution problems; responds in person to inquiries; investigates and resolves customer complaints; notifies customers of system shut downs, coordinates work with other District staff and other agencies, as required to minimize disruptions; plans and prepares jobs from verbal instruction as well as from blue prints, plans and specifications for water work equipment and machinery. May be responsible for coordinating the recycled water program.

Employees in this classification are subject to on-call, which may include a rotating duty schedule, weekends and 24-hour emergency call out with little or no notice.

**Minimum Qualifications:**

**Knowledge of:** Methods, materials, tools and equipment used in the construction and maintenance of water utility facilities; principles and practices in mechanical maintenance and plumbing; operating characteristics of a variety of tools and equipment used in water utility maintenance and

treatment process work; safety regulations and aspects of water utility maintenance work, including work performed with the public right-of-way and the safe operations of tools and equipment; standards and specifications used in the inspection of underground construction work; techniques of scheduling, monitoring and reviewing field and treatment maintenance work.

**Ability to:** Schedule, oversee and review the work of other field staff as well as provide technical guidance and training; operate tools and equipment used in field maintenance work, including heavy equipment; work cooperatively in a team setting; independently assess the severity of problems encountered in the field and handle the situation in the most appropriate manner; prepare reports on results of work projects.

**Education and Experience:** Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and skills would be:

**Experience:** Five years of journey level work in water system maintenance and operations including leading or supervising a crew. Experience with recycled water operations is desirable

**Education:** Completion of high school or its equivalent, supplemented by specialized courses in water distribution and production systems. Two years of college in a related field is highly desirable. Additional related education may be substituted for experience or experience may be substituted for education.

**License or Certification:** Must possess a Grade III Water Distribution Operator (D3) Certification issued by the California Water Resources Control Board. Must obtain both a Grade II Water Treatment Operator (T2) and Grade IV Water Distribution Operator (D4) Certifications within 18 months from the date of hire. Must obtain AWWA Backflow Tester Certification within 12 months from the date of hire. Must possess a California Driver License and have a clean driving record. Possessing a Grade II Water Treatment Operator (T2) and a Grade IV Water Distribution Operator (D4) Certification is highly desirable.

**Other Requirements:** Must be willing and able to work outside in a variety of weather conditions; must be available for scheduled “on-call” shift and “call-back” emergency work, which may include holidays, weekends and evenings; must be willing and able to perform emergency repairs on the water distribution and treatment systems as required; must take part in all safety and training programs for operations staff; must be willing to wear a uniform and must reside within a 30-minute response time by the end of probationary period.

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