

City of Bruno

**CLASS SPECIFICATION**

**CLASS TITLE:**

LEAD WATER SYSTEMS OPERATOR (PUMP STATIONS, WELLS AND FIELD STAFF)

**DEFINITION:**

To organize, assign, and review the work of assigned personnel engaged in a variety of semi-skilled and skilled tasks in the construction, maintenance, and repair of water distribution, treatment and related systems facilities; and to operate light and moderately heavy power-driven equipment.

**DISTINGUISHING CHARACTERISTICS:**

This is the advanced journey level class in the Distribution Systems Operator series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties, and by the nature of the public contact made. Employees perform the most difficult and responsible types of duties assigned to classes within this series, including provision of technical and functional supervision and performance of advanced journey level activities. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

**SUPERVISION RECEIVED AND EXERCISED:**

Receives direction from a Water Services Field Supervisor.

Exercises technical and functional supervision over assigned Systems Operators.

**EXAMPLES OF DUTIES:**

*Duties may include, but are not limited to, the following:*

- Organize, schedule, assign, and review the work of assigned water distribution maintenance crew(s); coordinate with other departments, divisions, and agencies related to the work assigned.
- Lead staff and perform the most difficult and complex work in the installation, construction, maintenance, and repair of water systems; perform the full range of water utility maintenance repair and construction duties and provide advice and assistance to lower-level water utility maintenance staff.
- Record daily labor, material and equipment costs, and maintain work-related records; provide recommendations for project-related budget planning.

- Respond as appropriate to comments and concerns expressed by the public regarding water system field activities.
- Monitor the operations of the City's water distribution systems including chemical feeding equipment; utilize telemetry system, filtration equipment, reservoirs and/or storage tanks.
- Excavate, inspect, flush, clean and repair water mains, lines and laterals; perform weed abatement as necessary to clear drains, channels, and ditches.
- Install, repair, upgrade and/or replace manholes, fire hydrants, valves, meters, and meter vaults; exercise valves according to preventive maintenance schedules and test water volume and pressure.
- Operate a variety of equipment including large trucks and medium-sized construction equipment such as loaders, backhoes, trenching machines, and compressors, as well as pipe threaders, sand blasters, and concrete saws.
- Operate leak detection and pipe location equipment relative to excavation, tapping and repair of mains and lines; inspect and assess leaks.
- Repair and/or replace water meters and related mechanisms, including disassembly, cleaning, inspection, replacement and testing of parts; maintain related records; prepare water service for use including installation of water meters and backflow prevention devices.
- Operate pumps, chlorinators, chemical feeders and related equipment used for the treatment of potable water; make necessary adjustments to equipment.
- Read and interpret water system maps and blueprints, including Underground Service Alert marking and notification; locate and mark water mains and other appurtenances.
- Maintain, repair, lubricate and service plant equipment; adjust pumps, motors and other equipment.
- Use a computer to enter and retrieve information related to work assignments and recordkeeping.
- Notify customers of water main shutdowns; respond to customer concerns and questions.
- Represent the City with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Respect and is sensitive towards the cultural and ethnic diversity of the community.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform related duties as assigned.

### **QUALIFICATIONS:**

#### Knowledge of:

- Principles and practices of lead supervision, training, and monitoring, including safety practices and related record-keeping.
- Materials, methods, practices and equipment used in utility construction, maintenance, and repair activities, including elements of construction technology related to water system facilities.

- Methods, techniques, tools, maintenance and operating characteristics of mechanical equipment used in the construction and maintenance of water systems facilities.
- Safety practices and procedures including, but not limited to, confined space entry, trenching and shoring.
- Uses and purposes of general construction tools and equipment.
- Modern office practices, methods, and computer equipment including relevant software programs.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Safe work practices.
- Principles and practices of excellent customer service.

Ability to:

- Act as a lead worker and perform advanced journey level work in the construction, maintenance, and repair of water systems facilities including difficult testing and repairing a variety of meters, valves, and related devices.
- Interpret and work from sketches, penciled layouts and blueprints; prepare plans for minor projects.
- Operate a wide variety of light and heavy equipment; use and care for equipment and tools related to water utility system maintenance and construction work.
- Identify and resolve problems in the field; recognize and work within limits of authority.
- Independently maintain and operate distribution and treatment system equipment.
- Read and interpret gauges and recording devices.
- Understand and carry out oral and written instructions and prioritize workload to meet deadlines.
- Read and understand blueprints, maps, plans, specifications and related technical documents.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishments of City goals, objectives and activities.

Education and Experience:

Any combination of education, experience, and training that would provide the best qualified candidates. A typical way to obtain the knowledge and abilities would be:

Equivalent to completion of the twelfth (12th) grade.

Two years of increasingly responsible experience performing field maintenance work similar to that of a Systems Operator II with the City of San Bruno.

Special Requirements:

Possession of a valid California Class B driver's license.

Possession of a California State Water Resources Control Board Water Distribution Operator Grade 3 (D3) certificate by date of appointment.

Possession of a California State Water Resources Control Board Water Treatment Operator Grade 2 (T2) certificate by date of appointment.

Working Conditions:

On a continuous basis, know and understand operations, and observe safety rules; intermittently analyze problem equipment; identify and locate equipment; interpret work orders; remember equipment location; and explain jobs to others. Intermittently, sit while studying or preparing reports; bend, squat, climb, kneel and twist when performing installation of equipment; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight of 50 pounds and at times 100 pounds. Work is performed in a typical outdoor environment on a year-round basis, subject to typical street or field noise and exposure to loud equipment and machinery. Positions may be required to work outside of normal business including evenings and weekends. Depending upon assignment, may require standby work assignments. Travel is rare.