



CLASSIFICATION SPECIFICATION

LEAD WATER PRODUCTION OPERATOR

DEFINITION:

Under general supervision, leads crews and performs skilled work in the activities of the Water Production Department including the operation and maintenance of valves, pumps, wells, hydrants, booster stations and reservoirs, and related equipment; participates in regulatory water sampling and chlorination to ensure clean potable water for customers; assists in training assigned staff; performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS:

This is an advanced, lead level class for the performance of water production operation and maintenance work. Incumbents perform and lead others in the full range of duties with minimal supervision, and may also perform the most complex aspects of work. This class is further distinguished from Water Production Operators in that the Lead position assists in prioritizing and scheduling of work; assists in training staff; and may assist with recordkeeping and regulatory reporting. The incumbent may assume the duties of the Water Production Supervisor in his/her absence.

SUPERVISION RECEIVED/EXERCISED:

Receives general direction from the Water Production Supervisor. Exercises close to general lead direction and training over Water Production Operators.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

*Class specifications are only intended to present a description summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not** include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of the incumbents within the class.*

- Provides lead work direction and training for field crews, and fully participates in performing the most complex duties related to the operation and maintenance of valves, pumps, wells, hydrants, booster stations, and reservoirs.
- Provides lead work direction and training for field crews and fully participates in performing valve and hydrant maintenance work; performs tests as needed; performs daily service, repair and inspections.
- Provides lead work direction and training for field crews and fully participates in the inspection, servicing and maintenance of electrical, radio, telemetry, hydraulic and mechanical systems.
- Operates the telemetry system to achieve optimum performance of the wells, booster stations and reservoirs.

- Operates and maintains the automatic chlorinators and performs water quality sampling to ensure safe, clean and potable water for customers; assists in scheduling personnel to obtain required regular and special water quality samples.
- Leads and performs light maintenance work on district facilities and landscaping or weed abatement.
- Inspects and assists in reviewing the work performed by field crews; may assign personnel and participate in responding to emergency situations.
- Participates in maintaining and updating records of production work performed by field crews.
- Consults with contractors regarding work to be performed.
- Leads and participates with crews performing emergency repair work; may assist in coordinating work with outside repair services.
- Assists in assuring adequate inventory of parts and supplies.
- Performs customer service work relative to water pressure and water quality.
- Participates in periodic staff meetings and assists in providing safety training.
- Assists in gathering information and in preparing a variety of reports related to water production activities; assists in preparing a variety of regular and special compliance reports for submittal to regulatory agencies.
- Assists in maintaining and updating a variety of records for telemetry systems, pumps, wells, booster stations and reservoirs.
- Establishes positive working relationships with representatives of community organizations, state/ local agencies, District staff, and the general public.
- Assumes responsibility for ensuring the duties of the position are performed in a safe, efficient manner.
- Works weekends, evenings and holidays as required to accommodate the District's needs, in addition to responding as a Disaster Emergency Service Worker; serve "on-call" or "stand-by" on a regular basis.
- May act as Water Production Supervisor in his/her absence.
- Performs other related duties as assigned.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

The essential functions of this position may require the employee to perform the following physical activities. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

- Field environment.
- Must be able to carry, push, pull, reach, and lift equipment and parts weighing up to 50 pounds; stoop, kneel, crouch, crawl, and climb during plant maintenance and repair work.
- Work in an environment with exposure to dust, dirt, hazardous materials, and significant temperature changes between cold and heat; stand and walk for extended time periods.
- Stand, walk and sit for extended time periods; able to carry, push, pull, reach and lift objects of light to medium weight; hearing and vision within normal ranges.
- Communicate orally with District management, co-workers, and the public in face-to-face, one-to-one and group settings; regularly use a telephone and two-way radio for communication.
- Read and interpret data, information and documents; analyze and solve complex problems; use math/mathematical reasoning; perform detailed work under changing deadlines, on multiple concurrent tasks; and interact with all levels of District management, employees, the public and others encountered in the course of work.
- Operate office equipment including use of computer and keyboard; work at a desk and computer for limited time periods; look at computer monitor for limited time periods.
- Travel by vehicle while conducting company business.

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

Education and/or Experience:

Any combination of education and/or experience which would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be graduation from high school or equivalent and four (4) years of increasingly responsible experience in water production and distribution including the repair, maintenance, adjustment and operation of pumps, wells, and reservoirs and automatic control systems.

License/Certificate:

Possession of a valid Class C California driver's license and satisfactory driving record.

Possession of a Grade II Water Treatment certificate issued by the California State Water Resources Control Board.

Possession of a Grade II Water Distribution certificate issued by the California State Water Resources Control Board.

Possession of a CPR/First Aid Certification or ability to obtain within one (1) year of appointment date.

KNOWLEDGE/SKILLS/ABILITIES: *(The following are a representative sample of the KSA's*

necessary to perform essential duties of the position.)

Knowledge of:

- Materials and equipment used in water system production, maintenance, and repair.
- Equipment, materials, and tool used in the operation of motors, pumps, compressors, electrical panels, automatic controls, valves, timers, and other control equipment.
- Equipment inspection, maintenance and repair.
- Water treatment and water sampling techniques.
- Laws, regulations, and ordinances applicable to water distribution systems and safe work practices related to water production and maintenance work.
- District policies and procedures regarding customer service and relations.
- Mathematical principles related to the computation of flows and volumes in water storage and distribution systems.
- Principles of work safety, employee training and supervision.
- Methods of collecting and preserving domestic water samples.

Ability to:

- Lead and participate in the operation and maintenance of water production including the operation and maintenance of valves, pumps, wells, hydrants, booster stations, reservoirs, and related equipment.
- Lead and participate in water treatment and water sampling activities and ensure regulatory compliance.
- Recognize priorities and plan work.
- Interpret and apply laws, codes, regulations, policies and procedures.
- Read and interpret plans, specifications, and drawings.
- Maintain accurate records.
- Understand and follow oral and written directions.
- Provide excellent customer service and resolve public concerns and complaints.
- Skillfully and safely operate a motor vehicle and heavy equipment when required in the course of performing work duties.
- Exercise independent judgment and initiative within established guidelines.
- Establish and maintain excellent working relationships with community organizations, District staff and Board, and the general public.
- Operate a computer and related software at a basic level.

STATUS: Non-Exempt

Revised: February 18, 2016