

WATER OPERATIONS FOREMAN

DEFINITION

To organize, assign and review the work of assigned staff engaged in the operation and maintenance of the City's potable water production, treatment, storage, and distribution systems; to perform technical water operations duties requiring specialized knowledge; and to provide highly responsible technical support to an assigned supervisor.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level in the technical Utility 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 providing technical and functional supervision over assigned staff. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the assigned supervisor; and may receive technical and functional supervision from more experienced staff.

Exercises technical and functional supervision over assigned technical Utility Operators.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Plan, prioritize, and review the work of staff assigned to a variety of day-to-day field activities involving the operation and maintenance of the City's potable water production, treatment, and distribution systems.

Develop schedules and methods to accomplish assignments ensuring work is completed in a timely and efficient manner.

Participate in evaluating the activities of staff, recommending improvements and modifications.

Provide and coordinate staff training; work with employees to correct deficiencies.

Operate pumps, valves, chemical dosing and metering equipment, telemetry systems, sampling equipment, disinfection systems, and other water process treatment and control variables; adjust and maintain water process control variables; reads, records and reports information and operating parameters.

Monitor, oversee and control the operation of the City's well fields and multiple water treatment plants in accordance with Federal and State regulations and permits; interpret limitations, restrictions and provisions within the City's SWRCB operating permits and make or oversee operating parameters accordingly; use a computer-based supervisory control and data acquisition (SCADA) system to operate water utility.

Coordinate and perform routine maintenance on a variety of water utility machinery and equipment; maintain and administer cross connection control program.

Administer Cross Connection Control Program as required by state regulation.

Determine necessary equipment, personnel, and materials needs for operations staff to complete assigned projects; assist the Water and Wastewater Operations Maintenance Superintendent with scheduling, project planning, and resource allocation; may provide back-up shift coverage or on-call support in wastewater utility operations and maintenance.

Calibrate and maintain laboratory and a variety of process analyzers, instruments, and electro-chemical monitoring equipment.

Review, prepare or assist in the preparation of various monitoring and daily, monthly and annual reports; enter data as needed.

Respond to customer complaints and inquiries.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of water production, treatment, distribution, storage, and treatment processes, systems, and facilities.

Principles and practices of technical and functional supervision and training.

Relevant local, State, and Federal laws, rules and regulations related to area of assignment.

Methods and procedures of potable water treatment and environmental standards and regulations.

Methods and procedures for the use of computerized electronic equipment in the treatment, storage, and interpretation of water operational data.

Methods and procedures of basic chemistry and general laboratory practices.

Ability to:

Perform the most complex duties related to the operation and maintenance of the City's potable water production, treatment, and distribution system.

On a continuous basis, know and understand maintenance activities and observe safety rules; intermittently, analyze problem equipment; identify safety hazards; locate equipment; interpret work orders; remember how to operate equipment; and explain jobs to other employees.

Intermittently, sit while driving a piece of equipment; stand and walk while performing maintenance activities; bend and twist to adjust equipment; kneel and squat to review work; climb ladders or climb up on to heavy equipment to begin operations; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight of 50 pounds or less.

Provide technical and functional supervision over assigned staff; effectively train staff.

Perform consistently accurate readings of meters and charts; make and interpret complex mathematical problems and calculations.

Perform operation and routine maintenance of computerized instrumentation and plant operational equipment.

Work safely around a variety of hazardous chemicals; adjust processes as indicated by conditions.

Safely operate a variety of fork lift/lift trucks.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software including word processing, spreadsheet, basic data entry, and other related software such as SCADA systems, metering and electronic-based controls, equipment, and systems.

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.

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Two years of responsible journey experience similar to Utility Operator with the City of Healdsburg.

Training:

Equivalent to the completion of the twelfth grade, supplemented with specialized course work related to wastewater treatment, water treatment, water distribution, and/or wastewater collection systems. Associate's degree preferred.

License and Certificate

Possession of a valid California Class C Driver License is required at the time of appointment. Failure to maintain such required license(s) may be cause for disciplinary action.

Possession of a Grade 3 Water Treatment Plant Operator certificate from the California State Water Resources Control Board.

Possession of a Grade 3 Water Distribution certificate from the California State Water Resources Control Board.

Possession of a Grade III Wastewater Plant Operator certificate from the California State Water Resources Control Board.

Possession an AWWA Backflow Prevention Testing Certification.

Possession of a CWEA Grade I Laboratory Analyst is highly desirable.