CITY OF SAN JUAN CAPISTRANO

UTILITIES OPERATOR III

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To plan, assign, review, coordinate, and participate in the maintenance and repair of assigned City water and sewer systems and equipment; to assist in ensuring the delivery of safe, reliable and uninterrupted water services to the public; to respond to water maintenance emergencies and public complaints; and to perform a variety of technical tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Utilities Operator series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most responsible and complex types of duties assigned to classes within this series. Employees at this level make work assignments, review work products, train, and provide input into the evaluation process for Utilities Operators. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory staff.

Exercises functional supervision over lower level staff.

ESSENTIAL FUNCTION STATEMENTS

Essential responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Leads and performs a variety of technical duties involving the maintenance, monitoring, inspection, repair and installation of assigned water sewer and storm drain systems.

2. Plans and assigns routine activities and responds to special requests and emergency situations.

2. Conducts inspections of water, sewer and storm drain system facilities; monitors for proper functioning of equipment and compliance with established safety standards and regulatory requirements.

3. Determines work priorities for area of assignment and assigns tasks to lower level personnel; provides staff training regarding systems operation and workplace safety.

4. Participates in the maintenance of water facilities and equipment including reservoirs, wells, pump stations, water mains, service lines, pressure zones, valves and fire hydrants.

5. Participates in the cleaning, flushing, repairing, and replacing sewer and storm drain lines; investigates stoppages in sewer and storm drain lines; unplugs and cleans lines.

6. Implements the Sanitary Sewer Overflow Prevention Plan and Sanitary Sewer Overflow Response Plan; responsible for knowledge of applicable Regional Water Quality Control Board Orders and any amendments.

7. Performs servicing of pump stations and water wells in accordance with established maintenance schedules; sets and monitors automatic control valves.

8. Monitors and coordinates water flow and/or water shut down for water treatment plant.

9. Installs, connects, tests, flushes and disinfects water mains; excavates trenches and installs shoring.

10. Reviews and responds to public water complaints and requests for service; identifies and resolves water quality, sewer system and/or water pressure issues.

11. Provides on-call assistance and performs emergency repairs to water, sewer and storm drain systems as required.

12. Schedules, coordinates and monitors the quality of repair work performed by outside contractors.

13. Coordinates water quality testing in accordance with EPA and California Department of Health Services requirements; obtains bacteriological and/or chlorine samples and submits to lab for testing.

14. Updates and maintains water, sewer and storm drain systems maps and plans as assigned.

15. Prepares and maintains a variety of departmental records, reports, and documentation.

16. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:
- Principles and practices of water, sewer and storm drain systems maintenance and repair.
- Regulations and standards governing the maintenance of municipal water systems.
- Water systems, facilities and equipment relative to area of assignment.
- Preventative maintenance activities common to water, sewer and storm drain systems and related equipment.
- Equipment and tools used in the maintenance and repair of water production/distribution systems.
- Occupational hazards and safety practices common to water maintenance.
- Procedures for testing water quality and inspecting water, sewer and storm drain facilities.
- Water maintenance records, reports and documentation.
- Customer service standards and protocol.
- Basic principles and practices of supervision.

Skill in:
- Serving as a lead and coordinating work activities for area of assignment.
- Training and providing functional supervision to employees
- Assisting in ensuring the delivery of safe, reliable and uninterrupted water services to the community.
- Performing a variety of complex and technical water maintenance duties.
- Installing, repairing and maintaining water production and/or distribution systems.
- Responding to water related complaints, service requests and maintenance emergencies.
- Scheduling and monitoring the quality of work performed by outside maintenance contractors.
- Coordinating water quality testing activities.
- Preparing and maintaining accurate departmental records and reports.
- Communicating clearly and concisely, both orally and in writing.
- Establishing and maintaining effective working relationships with those contacted in the course of work.

EXPERIENCE AND TRAINING GUIDELINES

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

Experience:
Four years experience repairing and maintaining municipal water, sewer and storm drain systems and equipment.

Training:
Equivalent to completion of the twelfth grade supplemented by specialized technical training in water utility operations.

Licenses or Certifications:

- Possession of a D3 Water Distribution Operator certification issued by the California Department of Health Services.
- Possession of a Collection System Maintenance Grade II certification issued by the California Water Environment Association (CWEA).
- Possession of, or ability to obtain, First Aid/CPR certification.
- Possession of, or ability to obtain, an appropriate, valid driver license.

WORKING CONDITIONS

Environmental Conditions:
Work is performed around water facilities and in the field; travel from site to site; exposure to inclement weather conditions, confined spaces, working at heights, noise, dust, dirt, water, sewage, grease, fumes, gases, high voltage electrical currents, hazardous materials and chemicals, and vehicle traffic.

Physical Conditions:
Essential functions may require maintaining physical condition necessary for operating motorized equipment and vehicles, performing manual labor, lifting moderate to heavy objects, and standing and walking for prolonged periods of time; uses office equipment such as a computer terminal and copiers; operates City vehicles and equipment in the course of water and collection system construction, maintenance, and repair.