Utility Operator II

Hidden Valley Lake Community Services District

This class description in only intended to present a summary of the range of duties and responsibilities associated with the positions. Descriptions **may not include** all duties performed by individuals within the class. In addition, descriptions outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

HOURLY PAY SCALE

Reports to: Utility Supervisor					
Status: Non-Exempt	**Step A**	**Step B**	**Step C**	**Step D**	**Step E**
Effective: 1/1/2021	$28.82	$30.33	$31.93	$33.61	$35.38

DEFINITION:

This is the second step in the certified class of the Utility Operator series. Performs a variety of skilled tasks in the treatment and distribution of water and the collection and treatment of wastewater and distribution of recycled water; operates complex equipment; collects and tests water, wastewater and recycled water samples, records and analyzes sample data and makes chemical adjustments to maintain efficient operation of the water and wastewater systems; oversee dig-ups, repairs, and the installation/removal of water meters. This classification differs from the Utility Operator I in that the Utility Operator II is expected to maintain higher certifications in all aspects, performs at a higher level and assumes responsibility of the Utility Supervisor in his/her absence.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from Utility Supervisor

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

- This classification is expected to be able to perform all the duties of the Utility Operator I and;
- Assist field staff in the absence of the Utility Supervisor;
- In absence of the Utility Supervisor, oversee District projects, schedule staff and hired contractor's projects;
- Read and understand plans and specifications, estimate and coordinate purchase of materials, schedule equipment rental;
- Train or assist in training of subordinates;
- Works independently or as a member of a crew to operate, repair, construct, replace and maintain water treatment and distribution, and wastewater collection treatment and recycled water distribution systems;
- Perform a wide variety of skilled and semi-skilled manual labor and automated tasks;
- Maintain system equipment including, pumps, valves, motors, blowers, and dewatering equipment;
- Operate control valves, record static and drawdown levels, and perform water quality analyses;

- Operate and perform light maintenance on a range of equipment including: vehicles, tractor, and backhoe;
- Perform preventative maintenance on pumps, valves, hydrants, and other water, wastewater collection/treatment and distribution equipment;
- Assist in cleanup of work sites, ensure proper disposal of hazardous materials;
- Troubleshoot wastewater collection, treatment and recycled water malfunctions including the possible handling of untreated sewage;
- Monitor and interpret gauges, digital displays and recording devices to ensure compliance with prescribed safety and operational guidelines. Perform preventive maintenance as needed;
- Collect and prepare water, wastewater and recycled water samples for lab pickup and analysis;
- Perform routine laboratory tests;
- Coordinate purchase of materials, supplies, parts, and other inventory needed for operation and maintenance of the District's equipment, facilities, buildings, and infrastructure;
- Keep detailed logs and records of work performed;
- Compile data and draft reports for the Regional and State Water Boards for review and submission by the Utility Supervisor);
- Respond to public inquiries, complaints, and/or requests. Provide information within areas of assignment and resolve complaints in an efficient and timely manner utilizing customer care skills;
- Respond to District after-hour emergencies and participate in on-call customer service rotation.

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.

While performing the duties of this job, the employee is regularly required to use the senses of smell to sense the onset of odors such as chlorine and hydrogen sulfide, touch-noticing temperature differences, hear frequency differences in pumps and motors or have a means to accommodate for such variances. The employee is frequently required to stand, walk, sit, and use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl. The employee is occasionally required to taste and/or smell as indicators of industry conditions.

The employee must frequently lift and/or move up to 50 pounds. The position requires the use of close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus or have corrective lenses to compensate for vision issues. (Contact lenses are not allowed when working with or near items such as chlorine gas or biological material.)

Environmental Factors:

The environmental conditions described here are representative of those an employee may encounter while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee frequently works outdoors and is frequently exposed to hot, cold, and wet conditions. The employee occasionally works near moving mechanical parts, in high and/or precarious places, and is occasionally exposed to extreme cold, extreme heat, vibration, and risk of electrical shock.

This position is normally exposed to moderate noise levels; infrequently, the employee may be exposed to excessive noise.

QUALIFICATIONS:

The following are minimal qualifications necessary for entry into the classification.

A high school diploma or equivalent is required. Computer literacy, including word processing and spreadsheet/database software. Knowledge of water, wastewater and recycled water operation, preventative maintenance, and safe work practices. At least one (1) year experience as a Utility Operator I for HVLCSD or equivalent and five (5) years of experience with the maintenance and operation of water treatment and distribution and/or wastewater collections and treatment is required. Knowledge of recycled water distribution and regulations is desired.

Education and/or Experience

Licenses/Certificates:
A high school diploma or equivalent is required.
A class "A" California driver's license (with tank endorsement) and at least three of the following California Department of Public Health, State Water Resources Control Board certifications or California Water Environment Association certifications:

1. Water Treatment Grade II;
2. Water Distribution Grade II;
3. Wastewater Grade II;
4. Collection System Maintenance Grade II;

Must obtain all four certifications within 18 months of entering the position. Must maintain all certifications.

KNOWLEDGE/SKILLS/ABILITIES:
The following are a representative sample of the KSA's necessary to perform essential duties of the position.

Knowledge of:

- Sample collect and analyze water, wastewater, and recycled water samples;
- Use basic hand tools, power and pneumatic tools and automated equipment;
- Maintain written logs and records;
- Assist in training of less experienced staff;
- Establish and maintain cooperative working relationships with staff, management, and the general public. Formulate and communicate instructions;
- Comprehend, speak, read, and write the English language. (A second language is strongly encouraged);
- Follow written and oral instructions

Ability to:
Perform a variety of skilled maintenance, repair, treatment, distribution, and operations work of water, sewer collection/treatment and recycled water distribution systems.

Must be able to respond to after-hours emergencies within 30 minutes.

Other Duties:
Perform other related duties as required.

I have reviewed this Job Description with my Supervisor and agree with its contents

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Employee Signature **Date**

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Employer Signature **Date**