



Hidden Valley Lake Community Services District

Utility Operator II Job Status: Non-Exempt

This class description is 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.

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; oversees dig-ups, repairs, and the installation/removal of water meters.

This classification differs from Utility Operator I in that the Utility Operator II is expected to maintain higher certifications in all aspects, perform at a higher level and assumes responsibility of the Utility Supervisor in his/her absence.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from the Utility Superintendent.

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

- This classification is expected to be able to perform all the duties of Utility Operator I.
- Assist field staff in the absence of the Utility Superintendent.
- Read and understand plans and specifications, estimate and coordinate purchase of materials, schedule equipment rental.
- Train or assist in training 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.

- Operate control valves, record static and drawdown levels, and perform water quality analyses.
- 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.
- Regularly drives a District-issued vehicle to travel between locations and support operational needs.

ADDITIONAL FUNCTIONS:

- Operate and perform light maintenance on a range of equipment including vehicles, tractors, and backhoes.
- 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.
- In absence of the Utility Superintendent, oversee District projects, schedule staff and hired contractor's projects.
- 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 Superintendent.
- 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 functions of this position may require the employee to perform the following physical activities*

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 rely on sensory perception, such as recognizing odors and other observable indicators, to evaluate industry conditions and operational environments.

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.

ENVIRONMENTAL FACTORS: *The conditions outlined below reflect the typical environmental factors associated with the performance of this position's 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.
- Minimum one (1) year experience as a Utility Operator I for HVLCSO 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/CERTIFICATIONS REQUIREMENT(S):

- A high school diploma or equivalent is required.
- A class "A" California driver's license (with tank endorsement) and;
- Minimum of 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 (Obtain within 6 months of entering the position)
 2. Water Distribution Grade II (Obtain within 6 months of entering the position)
 3. Wastewater Grade II
 4. Collection System Maintenance Grade II

Must obtain all certifications within 18 months of entering the position and keep them current while in the position.

KNOWLEDGE/SKILLS/ABILITIES: *The following is 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.
- Formulate and communicate instructions.
- Comprehend, speak, read, and write the English language. (A second language is strongly encouraged.)

Ability to:

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

- Follow written and oral instructions.
- Establish and maintain cooperative working relationships with staff, management, and the general public.

Must be able to respond to after-hours emergencies within 30 minutes, when assigned on-call duty.

Other Duties:

Perform other related duties as required.