



Hidden Valley Lake Community Services District

Lead Operator **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:

Under general supervision from the Utility Superintendent, the Lead Operator provides lead direction and work instruction to an assigned crew, troubleshoots and prioritizes maintenance and repair problems; performs the full range of work in support of District water treatment and distribution and/or wastewater collection system installation, inspection, preventive and corrective maintenance and repair activities; ensures safety policies and procedures are adhered to; inspects and performs preventive maintenance, servicing and mechanical repair of stationary pump and lift stations and mobile equipment; serves as the secondary designee to the Utility Superintendent and acts in their absence as directed by the General Manager.

Performs related duties as assigned.

SUPERVISION RECEIVED/EXERCISED:

Works under the direct supervision of the Utility Superintendent. Receives general oversight from the General Manager as required.

CLASS CHARACTERISTICS:

The Lead Operator performs advanced-level plant operations under limited supervision and coordinates the work activities of utility staff. The position is responsible for ensuring operational efficiency, regulatory compliance, and adherence to established policies and procedures.

Work at this level involves substantial variety and complexity and requires the consistent exercise of independent judgment in selecting appropriate work methods, materials, and operational procedures. Incumbents receive general instructions at the time of assignment and are expected to determine the proper procedures, techniques, and materials necessary to complete assigned tasks. Matters involving significant deviations from standard practice or unanticipated problems are to be reported to the Utility Superintendent.

Incumbents routinely deliver training and technical guidance to employees in entry- and intermediate-level classifications to ensure compliance with established procedures and standards. Lead Operators assign, review, and guide the work of assigned staff; provide technical instruction and corrective feedback; and actively participate in all phases of plant operations to ensure safe, efficient, and effective facility performance.

Incumbents do not hire, evaluate, or discipline subordinates. Incumbents are expected to advise the Utility Superintendent of staff performance problems observed.

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

Lead Duties

- Lead, assign, coordinate, and review the work of utility operations staff engaged in the operation, maintenance, repair, and construction of water treatment and distribution, wastewater collection and treatment, and recycled water systems.
- Provide training, instruction, and technical guidance to assigned personnel; monitor work quality and ensure adherence to established procedures and safety standards.
- Plan and coordinate daily work activities; prioritize assignments; schedule staff, equipment, and materials to ensure timely completion of projects and service requests.
- Coordinate the procurement of materials, supplies, parts, and equipment necessary for the operation and maintenance of District facilities and infrastructure.
- Monitor system performance and regulatory compliance; make operational decisions and adjustments as necessary to maintain safe and efficient operations.
- Maintain and review operational records, logs, and compliance documentation; compile data and prepare draft reports for regulatory agencies for supervisory review and submission.
- Communicate with supervisors, contractors, regulatory agencies, and the public regarding operational activities, service interruptions, and customer concerns; respond to and assist in resolving complaints.
- Respond to emergencies and coordinate field response efforts; participate in on-call rotation and serve as a Disaster Service Worker as required.
- Regularly drives a District-issued vehicle to travel between locations and support operational needs.

Operational Duties

- Operate, monitor, maintain, troubleshoot, and repair water treatment and distribution systems, wastewater collection and treatment systems, and recycled water systems.
- Operate and maintain system equipment including pumps, valves, motors, blowers, hydrants, control valves, and dewatering equipment.
- Monitor and interpret gauges, meters, digital displays, laboratory results, and recording devices; make adjustments to ensure compliance with operational and safety standards.
- Collect water, wastewater, and recycled water samples; perform routine laboratory analyses and water quality testing.
- Perform preventative maintenance and minor repairs on mechanical, electrical, and related utility equipment.
- Read and interpret plans, specifications, and system diagrams; estimate material needs and coordinate equipment rental as necessary.
- Perform skilled and semi-skilled manual labor; operate and perform light maintenance on vehicles and heavy equipment including trucks, tractors, and backhoes.
- Conduct inspections of facilities, lift stations, treatment plants, pipelines, and related infrastructure to identify maintenance or safety issues.
- Assist with site cleanup and ensure proper handling and disposal of hazardous materials.
- Work independently or as part of a crew; work overtime, weekends, evenings, and holidays as required.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS: *The functions of this position may require the employee to perform the following physical activities.*

A Lead Operator oversees daily operations, ensures safety compliance, and supports team performance. The working conditions are outlined below:

Physical Conditions:

- Use the senses of smell to detect odors such as chlorine and hydrogen sulfide; detect temperature variations through touch; and hear frequency differences in pumps and motors, or can accommodate for such sensory requirements,
- Touch-noticing temperature differences,
- Hear frequency differences in pumps and motors or have a means to accommodate such variances,
- Stand, walk, and sit for extended periods; use hands and fingers to manage, feel, or operate tools and controls; reach with hands and arms; climb, balance, stoop, kneel, crouch, and crawl,
- Frequently lift and/or move objects weighing up to 50 pounds,

- Use close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus, or have corrective measures to compensate for vision limitations,
- 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.

Mental Working Conditions:

Cognitive Demands

- Continuous monitoring of systems and processes.
- Analyzing data, identifying irregularities, and troubleshooting issues.
- Making quick, informed decisions under pressure.

Responsibility Level

- Supervising operators or team members, as necessary.
- Ensuring safety standards and quality requirements are met.
- Reporting to Utility Superintendent and coordinating across departments.

Stress Factors

- Managing emergencies or unexpected equipment failures.
- Emergency situations may require working nights, weekends, or extended hours.
- Accountability for team performance and safety compliance.

Skills Required

- Strong leadership and communication skills.
- Problem-solving and critical thinking.
- Ability to multitask and prioritize effectively.
- Ability to remain calm under pressure.
- High attention to detail.

Environmental Factors:

- Work is performed in both indoor and outdoor environments, including treatment plants, pump stations, confined spaces, trenches, and construction sites.
- Exposure to noise, vibration, mechanical equipment, chemicals (including chlorine), untreated wastewater, biological hazards, fumes, dust, and varying weather conditions.

- Work may involve exposure to hazardous materials and requires the use of personal protective equipment (PPE).
- Position requires participation in an on-call rotation and response to emergencies outside normal working hours.

QUALIFICATIONS:

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

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- 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 II 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.

KNOWLEDGE/SKILLS/ABILITIES:

The following are a representative sample of the KSA's necessary to perform essential duties of the position.

Knowledge of:

- Practices, tools, equipment and supplies required to maintain and repair water treatment and distribution infrastructure, wastewater collection mains and lift stations.
- The operation, cleaning and preventive maintenance of water treatment and distribution facilities and equipment.
- Basic principles and practices of equipment servicing and repair.
- Tools and equipment required for the work.
- Basic safety practices related to the work, including confined space entry.
- Applicable laws, codes and regulations.
- Computer applications related to the work.
- Basic supervisory principles and practices, including training staff in work procedures.
- Techniques for providing a high level of customer service to the public and District staff, in person and over the telephone.

Ability to:

- Perform skilled and semi-skilled work related to the installation, inspection, maintenance and repair of underground water and wastewater infrastructure, including booster pump, and wastewater lift stations.
- Operate, maintain and repair water treatment and distribution facilities and equipment.
- Perform servicing and minor maintenance on a variety of stationary and mobile equipment.
- Respond effectively to emergency situations and troubleshooting such situations.
- Safely using hand and power tools related to the work and driving, and operating trucks and equipment.
- Interpret and explain regulations, policies and procedures.
- Make accurate mathematical calculations.
- Read maps, manuals and specifications.
- Maintain accurate records of work performed.
- Prioritize own work and use independent judgment within procedural guidelines.
- Serve as crew leader and train others in work procedures.
- Establish and maintain effective working relationships with those contacted in the course of the work.

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;
- Minimum of three of the following California Department of Public Health, State Water Resources Control Board certifications or California Water Environment Association certifications:

Required:

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 current while in the position.

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

Other Duties

Must be available for responding to off-hours emergency situations at all times. This position requires participation in the On-call rotation and will be eligible for On-call pay and overtime compensation policies of the District. The work requires outside exposure to all weather conditions with dust, noise, traffic, and potentially hazardous materials and electrical or heavy equipment.

Perform other related duties as required.