



Hidden Valley Lake Community Services District

Utility Operator I 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 first step in the certified class of the Utility Operator series. Performs a variety of skilled tasks in the treatment and distribution of water, the collection and treatment of wastewater and distribution of recycled water; operates complex equipment; collects and tests water and wastewater 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.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from the Utility Superintendent.

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

- Work independently or as a member of a crew to operate, repair, construct, replace and maintain water treatment and distribution, wastewater collection, treatment, and recycled water distribution systems.
- Maintain system equipment including: pumps, valves, motors, blowers, dewatering equipment and sewer line cleaning equipment. Operate control valves; record static and drawdown levels; perform water, wastewater, and recycled water quality analyses.
- Operate and perform light maintenance on a range of equipment including vehicles, tractor, backhoe, and sewer line maintenance equipment.
- Perform preventative maintenance on pumps, valves, hydrants, and other water treatment and distribution equipment as well as sanitary sewer collection,

pumping and treatment equipment.

- Regularly drives a District-issued vehicle to travel between locations and support operational needs.
- Troubleshoot wastewater collection, treatment and recycled water distribution malfunctions including the possible handling of untreated sewage.
- Collect and prepare water and wastewater samples for lab pickup and analysis.
- Perform routine laboratory tests.

ADDITIONAL FUNCTIONS:

- Assist in cleanup of work sites; ensure proper disposal of hazardous materials
- Keeps detailed logs and records of work performed
- Respond to public inquiries, complaints, and/or requests; provide information within areas of assignment and resolve complaints in an efficient and timely manner;
- Respond to District after-hour emergencies and participate in on-call customer service rotation;
- Perform a wide variety of skilled and semi-skilled manual labor and automated tasks

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.*

- High school diploma or equivalent
- Minimum one year of experience with the maintenance and operation of a water and/or wastewater plant and knowledge of safe working practices is required.

EDUCATION AND/OR EXPERIENCE

LICENSES/CERTIFICATIONS REQUIREMENT(S):

- A high school diploma or equivalent is required.
- A class “B” 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 I (Obtain within 6 months of entering the position)
 2. Water Distribution Grade I (Obtain within 6 months of entering the position)
 3. Wastewater Grade I
 4. Collection System Maintenance Grade I

Must obtain all certifications within 18 months of entering the position and keep 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.*

- Collection and analyzing water, wastewater, and recycled water samples
- Use basic hand tools, power and pneumatic tools and automated equipment
- Maintaining written logs and records
- Assisting in the training of less experienced staff
- 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.