

TAHOE CITY PUBLIC UTILITY DISTRICT
Job Description

Job Title:	Operations Specialist II/III
Department:	Utilities
Supervised By:	Utilities Superintendent
FLSA Status:	Non-Exempt

JOB SUMMARY

To oversee, monitor, and participate in a variety of maintenance and repairs throughout the District; to perform a wide variety of semi-skilled and skilled work in the preventative maintenance, repair, and monitoring of water and wastewater systems; to oversee and perform the more complex maintenance and repair tasks and to participate as a responsible, proactive, and positive team member within the District and assigned work unit.

DESCRIPTION

This is an advanced journey level job classification. Incumbents in this job classification oversee assigned and maintenance, repair and/or monitoring functions related to District water and wastewater systems. Incumbents in this classification must be capable of performing all facets of maintenance, repair, and monitoring of water and wastewater systems and have demonstrated the ability to sustain positive participation as an active team member and effective District employee. Employees in this classification receive general supervision with in a framework of policies and procedures. Employees in this classification provide technical and functional supervision to subordinate staff.

KEY RESPONSIBILITIES & TASKS

- Oversees, monitors, and participates in the District's water and wastewater systems operations; sampling, and testing of water and wastewater, adjusting chemicals as necessary, verifying and recording results and findings; and preparing necessary and required reports and logs.
- Oversees the operations of preventative maintenance, repairs, and testing of sewer lines, pumping stations, wells, water tanks, water treatment stations, booster stations, order control stations, fire hydrants, and other essential parts of the water and wastewater systems.
- Oversees, monitors, and participates in the installation of new water and sewer mains and repair of existing mains and service lines as well as the maintenance and cleaning of sewer lines.
- Responds to customer requests, concerns, and complaints regarding the District water and wastewater systems.
- Oversees, monitors, and participates in plumbing, painting, carpentry, and minor electrical tasks in the maintenance and repair of the District water and wastewater systems.

- Oversees, monitors, and participates in the operation of radio based telemetry system in a microcomputer to monitor and control the quality and flow of water and wastewater.
- Oversees, monitors, and participates in the adjustment of chloride levels in compliance with public health regulations as well as the distribution and ordering of chloride as needed to meet required levels.
- Oversees, monitors, and participates in the operation of a wide range of vehicles and equipment necessary to monitor, maintain, and repair water and wastewater systems of the District; these include, but are not limited to, vactor truck, television inspection, dump truck, boom truck, cut-off-saw, and hydraulic tools.
- Oversees, monitors, and participates in the inspection and monitoring of commercial water meters to record readings of gauges, meters, and charts as well as the collection of water samples and recording of data to monitor water quality.
- Trains subordinate staff in the District's water and wastewater system's operations, procedures, and system maintenance as well as the safe and efficient operation of a variety of motorized vehicles, equipment, and machines in a variety of weather conditions.
- Establishes and maintains a variety of logs, work orders, and records and prepares reports on operations periodically upon request.
- Oversees and supervises assigned work teams to ensure the completion of daily work orders; monitors and inspects completed projects/assignments.
- Initiates requests for the purchase of necessary equipment, supplies, and materials; prepares the purchase requisition and researches costs and availability.
- Assists in administrative and operational functions as assigned; provides backup to the supervisor in his/her absence and as necessary.
- Responds to emergency calls on week-ends, holidays, and evenings as well as being available for standby duty as assigned and necessary.
- Performs related duties as required.

EMPLOYMENT STANDARDS

1. Education and Training Requirements

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be the successful completion of the twelfth grade to include the ability to read and write at a level required for successful job performance; ability to calculate figures and amounts such as proportions, percentages, area, circumference, and volume; ability to apply concepts of basic algebra and geometry; and at least two (2) years of increasingly responsible experience performing journey level work as an Operations Specialist II or in a position similar to the District's Operations Specialist II.

2. Knowledge and Experience Requirements

Knowledge of standard and accepted methods, tools, and equipment utilized in maintenance and repair of water and wastewater systems. Standard and accepted operation and routine maintenance of motorized vehicles and power equipment utilized in the maintenance, repair, and monitoring of water and wastewater systems. District's operations, policies and procedures as they relate to assigned duties. Standard and accepted operations and maintenance practices of the District's water and wastewater systems. Standard and accepted safety procedures applicable to a variety of maintenance and repair. Basic principles and practices of supervision and purchasing.

Ability to apply understanding and common sense to carry out, and interpret a variety of oral, written, and diagram instructions in an independent and successful manner. Ability to deal with problems involving several concrete variables in standardized situations. Read, write, and comprehend the English language at a level necessary for effective job performance. Operate and maintain a variety of motorized power equipment utilized in the maintenance, repair, and operation of the District's water and wastewater systems. Operate a variety of hand powered maintenance equipment in a safe and effective manner. Establish and maintain routine records and logs. Prepare a variety of administrative documentation, forms, and reports. Communicate effectively and tactfully in both oral and written forms. Read and operate a variety of gauges, meters, and charts. Provide courteous and positive customer service. Perform assigned duties to include heavy and continuous physical labor in a safe and effective manner for self and others. Establish and maintain effective working relationships with those contacted in the performance of required duties.

3. Physical Working Conditions

- Works with solvents, chemicals including chloride and other similar toxic substances.
- Works in a confined space entry.
- Works in wet conditions; may perform electrical repair work in wet conditions.
- Exposed to high noise levels from equipment.
- Lifts heavy objects such as bags of chemicals, equipment, and machinery.
- Extensive hand and body coordination and the ability to lift and carry heavy (up to 75 lb.) objects from waist and floor level.
- Must be able to push and pull forces of up to 22 lbs. distances up to 500 feet, 65 lbs. distances of up to 2 feet, 15 lbs. distances up to 100 feet, and 25 lbs. distances up to 5 feet.
- Must be able to carry weights of up to 35 lbs. distances of up to 500 feet unilaterally and bilaterally.
- Senses of sight, hearing, smell, taste, and touch. Must be able to hear and understand normal English speaking voice, to see and recognize known visitors, employees, or members of the public.
- Use of the entire body.
- Ability to work at or above shoulder level, bent over at waist, reaching, kneeling, walking, squatting, climbing, twisting, turning, stooping, sitting, and standing.
- Must have finger dexterity to install and repair equipment, to remove and replace nuts and bolts, etc.

- Must have manual and finger dexterity to perform repairs using wrenches, screwdrivers, power tools and other hand tools. Must have manual dexterity to use shovel, lift, and carry supplies and equipment, and to drive vehicles.
- Ability to frequently climb stairs and ladders, and climb into heavy equipment.
- Must be able to get and maintain an airtight seal with proper respirators for confined space entry or emergency procedures.
- Drives a variety of trucks including vector, boom, and dump trucks.
- Will be required to work outdoors in all kinds of weather.
- Will be required to work holidays, overtime, or a flexible work schedule.
- Will be required to wear proper safety clothing and protective gear including proper respirators.

4. Minimum Certification and Licensing Requirements

- Possession of a valid and appropriate drivers license and a driving record that complies with the District driving policy.
- Possession of a Grade II Water Treatment Operator Certificate issued by the State of California Department of Public Health.
- Possession of a Grade II Water Distribution Operator Certificate issued by the State of California Department of Public Health.
- Possession of a Grade 2 Collection System Maintenance Certificate issued by the California Water Environment Association.
- CPR and First Aid Certificate required.

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- **Denotes Essential Job Function**

