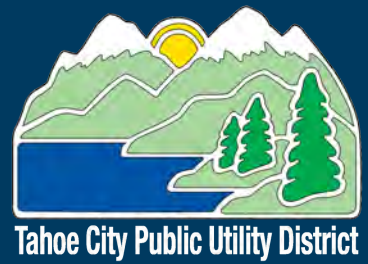


Utilities Operations Specialist II OR III



An Outstanding Career Opportunity

Tahoe City Public Utility District (TCPUD) is seeking a skilled and motivated individual to join our Utilities Team as a:

Utilities Operations Specialist II or III

Based upon qualifications and experience



TCPUD is seeking a skilled utilities professional to join our team as a Utilities Operations Specialist II or III. The primary focus of this position will be completing work at TCPUD's water treatment plant, however, the selected candidate will also be expected to perform the full range of duties and responsibilities within the Utilities Operations Department as needed. The position may be filled at the Utilities Operations Specialist II or III level, depending on the candidate's experience and qualifications. While both levels perform similar duties, the Utilities Operations Specialist III is distinguished by a greater level of experience and the ability to perform tasks with less direct supervision and increased independence.

For a full list of the essential functions, please see attached job descriptions.

Utilities Specialist II or III

- Assist with operations at water treatment plant and related equipment including daily checks, accurate and thorough record keeping, visual inspections, remote inspections via telemetry, and basic maintenance operations.
- Monitor and participate in the adjustment of chlorine levels in compliance with public health regulations as well as the distribution and ordering of chlorine as needed to meet required levels.
- Monitor and participate in the installation of new water and sewer mains and appurtenant facilities, the repair of existing mains and service lines and appurtenant facilities, and the maintenance and cleaning of sewer lines.
- Respond to customer requests, concerns and complaints regarding the District's water and wastewater systems.
- Monitor and participate in the District's water and wastewater systems operations; sampling and testing water and wastewater, adjusting chemicals as necessary, verifying and recording results and findings and preparing necessary and required reports and logs.

The Ideal Candidate

The ideal candidate for this position will have a combination of education and experience that would give them the necessary qualifications. A typical way to obtain the knowledge and abilities would be:

Education: High school diploma or equivalent.

Experience: Two (2) to three (3) years of progressively responsible experience performing work in utilities (water and sewer) operations

Certification & Licensing Requirements:

- Possession of valid Class A Commercial Driver's License and driving record that complies with District policy is required.
- Possession of a valid T1 or T2 Water Treatment Plant Operator Certificate issued by the California State Department of Public Health.
- Possession of a valid D2 Water Distribution Operator Certificate issued by the California State Department of Public Health.
- Possession of a valid Grade II Collection System Maintenance Certificate issued by the California Water Environment Association.

WHY TCPUD IS THE EMPLOYER OF CHOICE IN THE TAHOE BASIN:

TCPUD is a special district located on the North Shore of Lake Tahoe in Tahoe City, California, and approximately 45 miles southwest of Reno, Nevada. TCPUD’s mission is to serve the people, our community, and its environment by providing safe and reliable water service, sewer service, and parks and recreation services to enhance quality of life.

At TCPUD, we don’t just provide essential services — we cultivate a workplace where people feel valued, supported, and inspired. Recognized as the 2023 Best Place to Work, our District’s culture is rooted in our 5 Core Values of Service, Professionalism, Teamwork, Communication, and Initiative. At TCPUD, we are a team that’s passionate about service, sustainability, and making the Tahoe City community a better place to live and work!

COMPENSATION AND BENEFITS

TCPUD offers a competitive salary and benefits package. The pay range for Utilities Operations Specialist II is \$40.82- \$53.06 per hour and for Utilities Operations Specialist III is \$46.00 - \$59.79 per hour. Placement in the pay range will be based on qualifications and experience.

Retirement: The District participates in the California Public Employees’ Retirement System (CalPERS).

Deferred Compensation: The District participates in the CalPERS 457 Plan with a 2% contribution made by TCPUD.

Medical Insurance: The District currently provides and pays the full premium for employee plus qualified dependents for the CalPERS Gold PPO Plan.

Dental and Vision Insurance: The District currently provides and pays the full premium for a \$1,500 annual dental benefit for employee plus qualified dependents and a \$500 annual vision benefit for employee plus qualified dependents.

APPLICATION & SELECTION PROCESS

Interested and qualified individuals are invited to submit a cover letter, resume, and and a completed job application to cdelone@tcpud.org. TCPUD's job application can be found at <https://tcpud.org/jobs>. Please note, candidates must submit a cover letter, resume, and TCPUD application in order to be considered.

This position is open until filled. Resumes and applications will be screened relative to the criteria outlined in the job description. Candidates with the most relevant experience and qualifications will be invited to an in-person interview.

The first review of applications will be Friday, October 24, 2025
For more information, visit www.tcpud.org or contact Caty DeLone, Human Resources Manager (530) 580-6043 or cdelone@tcpud.org.



TAHOE CITY PUBLIC UTILITY DISTRICT Job Description

Job Title:	Utilities Operations Specialist II
Department:	Utilities
Supervised By:	Utilities Superintendent
FLSA Status:	Non-Exempt
Revised as of:	January 2015

JOB SUMMARY

To perform a variety of semi-skilled work in the preventive maintenance, repair, replacement, monitoring, and operation of the District's water and wastewater systems.

DISTINGUISHING CHARACTERISTICS

The Utilities Operations Specialist II is the first-journey level classification in the Utilities Operations Specialist series. The Utilities Operations Specialist II is distinguished from the Utilities Operations Specialist I by the attainment of higher-level certification(s) and performance of more complex tasks. The Utilities Operations Specialist II is distinguished from the Utilities Operations Specialist III by the latter's higher-level certification and a greater amount of on-the-job experience. Progression into the Utilities Operations Specialist II level job class is based on the employee's attainment of the qualification standards of the II level, an ability to perform the full scope of the work and meet performance expectations, and the business need for positions at the II level.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Utilities Superintendent; and technical and functional supervision from a Senior Utilities Operations Specialist.

ESSENTIAL FUNCTIONS

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Perform a variety of semi-skilled to skilled maintenance on the District's water and wastewater systems; perform related support tasks and manual labor in the accomplishment of assigned projects as necessary.
- Replace, repair, operate and maintain sewer lines, manholes, water lines, pumping stations, wells, water tanks, water treatment plant, booster stations, odor control stations, fire hydrants and other essential parts of the District's water and wastewater systems.

- Respond to customer requests, concerns and complaints regarding the District's water and wastewater systems; act as a resource in providing requested information and/or directing inquiries to appropriate sources.
- Perform plumbing, painting, carpentry and minor electrical tasks in the maintenance and repair of the District's water and wastewater systems.
- Operate radio-based telemetry systems and a variety of electronic devices to monitor and control the operation of the District's water and wastewater systems.
- Operate water treatment plan and related equipment including daily checks, accurate and thorough recordkeeping, visual inspections, remote inspections via telemetry, and basic maintenance operations.
- Monitor and adjust chlorine levels in compliance with public health regulations; distribute and order chlorine as needed to meet required levels.
- Operate a wide range of vehicles and equipment necessary to monitor, maintain and repair the District's water and wastewater systems such as, but not limited to, Vactor truck, television inspection equipment, backhoe, excavator, dump truck, boom truck, cut-off saw and hydraulic tools.
- Inspect and monitor water meters; record readings of gauges, meters and charts; collect water samples and record data to monitor water quality.
- Perform maintenance and repair in a variety of weather conditions and under a variety of physical demands in compliance with established safety procedures and practices.
- Respond to emergency calls on weekends, holidays and evenings and be available for standby duty as assigned and necessary.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Establish and maintain effective working relationships with co-workers and all others contacted in the performance of assigned duties.
- Utilize appropriate safety procedures and practices for assigned duties.
- Work safely and cooperatively with others.

ADDITIONAL DUTIES AND RESPONSIBILITIES

- Perform all other duties as assigned.

EMPLOYMENT STANDARDS

1. Knowledge of:

- Standard and accepted methods, tools and equipment utilized in the maintenance and repair of water and wastewater systems.
- Standard and accepted principles and practices of water and wastewater system operations.
- Applicable surface water treatment and distribution regulations.
- Standard and accepted radio telemetry systems and microcomputer operations.
- Pertinent State and local regulations and codes as they relate to water and wastewater systems operations and maintenance.
- Standard and accepted components and parts currently utilized in the repair and maintenance of water and wastewater systems, pumps, generators, motors and related equipment.
- Occupational hazards as well as standard and approved procedures for maintaining and repairing water, wastewater and related systems as well as appropriate safety precautions.
- Basic mechanical principles and applications.
- Standard and accepted safety procedures applied to water and wastewater systems and operations.
- Modern office practices, methods, and computer equipment.

- Safe work practices.
- Principles and practices of customer service.

2. Ability to:

- Recognize occupational hazards, standards and approved water and wastewater maintenance procedures and appropriate safety precautions to protect self and others.
- On a continuous basis, know and understand maintenance activities and observe safety rules. Intermittently, analyze problem equipment; identify safety hazards; locate equipment; interpret work orders; remember how to operate equipment; and explain jobs to other employees.
- Intermittently, sit while driving a piece of equipment; stand and walk while performing maintenance activities; bend and twist to adjust equipment; kneel and squat to review work; climb ladders to 30 feet or climb up onto heavy equipment to begin operations; perform simple and power grasping, pushing, pulling and fine manipulation; and lift or carry weight of 75 pounds or less.
- Apply understanding and common sense to carry out instructions in oral, written or diagram form.
- Function as a productive, effective and positive member of assigned work team(s).
- Identify problems and collect and analyze pertinent data in order to determine appropriate course of action within parameters of given alternatives.
- Test, diagnose, troubleshoot and perform repair, operation and maintenance tasks on water and wastewater systems and related equipment.
- Drive a variety of trucks including Vactor, boom and dump trucks.
- Operate and maintain standard equipment, tools and vehicles utilized in the performance of assigned duties in a safe and effective manner.
- Maintain daily logs/maintenance documentation and prepare routine reports.
- Read, interpret and record readings of gauges, meters and charts and adjust or maintain levels of chlorine as established by public health standards.
- Apply concepts of basic algebra and geometry; calculate figures and amounts such as proportions, percentages, area, circumference and volume.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment including computers and applicable software.
- Establish, maintain and foster positive working relationships with those contacted in the course of work.

EDUCATION AND TRAINING REQUIREMENTS

1. Education and Experience Requirements:

Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to the completion of the twelfth grade.

Experience: Two (2) years of progressively responsible experience in the operation and maintenance of sewer collection and water distribution systems comparable to a Utilities Operations Specialist I with the District.

2. Certification & Licensing Requirements:

- Possession of valid Class A Commercial Driver's License and driving record that complies with District policy is required.
- Possession of a valid T1 Water Treatment Plant Operator Certificate issued by the California State Department of Public Health.
- Possession of a valid D2 Water Distribution Operator Certificate issued by the California State Department of Public Health.
- Possession of a valid Grade II Collection System Maintenance Certificate issued by the California Water Environment Association.

WORKING CONDITIONS

Work is performed in an outdoor field environment with exposure to hot and cold temperatures; inclement weather; solvents and chemicals; water and electricity; and excessive noise. Work may also be performed in confined spaces, or at heights above or below the ground. (See detailed Job Analysis for a more complete list of physical and mental requirements.)

Reviewed by: 

Date: 01/30/2015

Classified by: 

Date: 01/15/2015

Approved by: 

Date: 01/15/2015



TAHOE CITY PUBLIC UTILITY DISTRICT

Job Description

Job Title:	Utilities Operations Specialist III
Department:	Utilities
Supervised By:	Utilities Superintendent
FLSA Status:	Non-Exempt
Revised as of:	January 2015

JOB SUMMARY

To participate in a variety of semi-skilled and skilled work in the preventive maintenance, repair, replacement, monitoring, and operation of the District's water and wastewater systems; and to perform the more complex maintenance and repair tasks.

DISTINGUISHING CHARACTERISTICS

The Utilities Operations Specialist III is the full journey level classification in the Utilities Operations Specialist series. The Utilities Operations Specialist III is distinguished from the Utilities Operations Specialist II by the attainment of higher-level certification and a greater amount of on-the-job experience. The Utilities Operations Specialist III is distinguished from the Senior Utilities Operations Specialist by the latter's attainment of higher-level certification and a higher level of responsibility including providing technical and functional supervision. Progression into the Utilities Operations Specialist III level job class is based on the employee's attainment of the qualification standards of the III level, an ability to perform the full scope of the work and meet performance expectations, and the business need for positions at the III level.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Utilities Superintendent; and technical and functional supervision from a Senior Utilities Operations Specialist.

ESSENTIAL FUNCTIONS

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Monitor and participate in the District's water and wastewater systems operations; sampling and testing water and wastewater, adjusting chemicals as necessary, verifying and recording results and findings and preparing necessary and required reports and logs.
- Participate in the operations, preventive maintenance, replacement, repairs and testing of sewer lines, manholes, water lines, pumping stations, wells, water tanks, water treatment plant, booster stations, order control stations, fire hydrants and all other essential parts of the water and wastewater systems.

- Monitor and participate in the installation of new water and sewer mains and appurtenant facilities, the repair of existing mains and service lines and appurtenant facilities, and the maintenance and cleaning of sewer lines.
- Respond to customer requests, concerns and complaints regarding the District's water and wastewater systems.
- Perform plumbing, painting, carpentry and minor electrical tasks in the maintenance and repair of the District's water and wastewater systems.
- Monitor and participate in the operation of radio-based telemetry systems and a variety of electronic devices to monitor and control the operation of the District's water and wastewater systems.
- Operate water treatment plant and related equipment including daily checks, accurate and thorough recordkeeping, visual inspections, remote inspections via telemetry, and basic maintenance operations.
- Monitor and participate in the adjustment of chlorine levels in compliance with public health regulations as well as the distribution and ordering of chlorine as needed to meet required levels.
- Participate in the operation of a wide range of vehicles and equipment necessary to monitor, maintain and repair the District's water and wastewater systems including, but not limited to, vector truck, television inspection, backhoe, excavator, dump truck, boom truck, cut-off-saw and hydraulic tools.
- Inspect and monitor water meters; record readings of gauges, meters and charts; collect water samples and record data to monitor water quality.
- Assist with training of subordinate staff in the District's water and wastewater system 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.
- Establish and maintain a variety of logs, work orders and records and prepare reports on operations periodically upon request.
- Initiate requests for the purchase of necessary equipment, supplies and materials; prepare purchase requisitions and research costs and availability.
- Respond to emergency calls on weekends, holidays and evenings and be available for standby duty as assigned and necessary.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Establish and maintain effective working relationships with co-workers and all others contacted in the performance of assigned duties.
- Utilize appropriate safety procedures and practices for assigned duties.
- Work safely and cooperatively with others.

ADDITIONAL DUTIES AND RESPONSIBILITIES

- Perform all other duties as assigned.

EMPLOYMENT STANDARDS

1. Knowledge of:

- Standard and accepted methods, tools and equipment utilized in the maintenance and repair of water and wastewater systems.
- District operations, policies and procedures as they relate to assigned duties.
- Standard and accepted principles and practices of water and wastewater system operations.
- Applicable surface water treatment and distribution regulations.
- Standard and accepted radio telemetry systems and microcomputer operations.

- Pertinent State and local regulations and codes as they relate to water and wastewater systems operations and maintenance.
- Standard and accepted components and parts currently utilized in the repair and maintenance of water and wastewater systems, pumps, generators, motors and related equipment.
- 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.
- Basic principles and practices of purchasing.
- Occupational hazards and appropriate safety precautions for maintaining and repairing water, wastewater and related systems.
- Basic mechanical principles and applications.
- Standard and accepted safety procedures applied to water and wastewater systems and operations.
- Modern office practices, methods, and computer equipment.
- Safe work practices.
- Principles and practices of customer service.

2. Ability to:

- Recognize occupational hazards, standards and approved water and wastewater maintenance procedures and appropriate safety precautions to protect self and others.
- On a continuous basis, know and understand maintenance activities and observe safety rules. Intermittently, analyze problem equipment; identify safety hazards; locate equipment; interpret work orders; remember how to operate equipment; and explain jobs to other employees.
- Intermittently, sit while driving a piece of equipment; stand and walk while performing maintenance activities; bend and twist to adjust equipment; kneel and squat to review work; climb ladders to 30 feet or climb up onto heavy equipment to begin operations; perform simple and power grasping, pushing, pulling and fine manipulation; and lift or carry weight of 75 pounds or less.
- Apply understanding and common sense to carry out instructions in oral, written or diagram form.
- Function as a productive, effective, positive and proactive member and/or leader of assigned work team(s).
- Identify problems and collect and analyze pertinent data in order to determine appropriate course of action within parameters of given alternatives.
- Test, diagnose, troubleshoot, operate and perform repair and maintenance tasks on water and wastewater systems and related equipment.
- Drive a variety of trucks including vactor, boom and dump trucks.
- Operate and maintain standard equipment, tools and vehicles utilized in the performance of assigned duties in a safe and effective manner.
- Maintain daily logs/maintenance documentation and prepare routine reports.
- Read, interpret and record readings of gauges, meters and charts and adjust or maintain levels of chlorine as established by public health standards. Apply concepts of basic algebra and geometry; calculate figures and amounts such as proportions, percentages, area, circumference and volume.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Provide courteous and positive customer service.
- Operate and use modern office equipment including computers and applicable software.

- Establish, maintain and foster positive working relationships with those contacted in the course of work.

EDUCATION AND TRAINING REQUIREMENTS

1. Education and Experience Requirements:

Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to the completion of the twelfth grade.

Experience: Two (2) years of progressively responsible experience performing first-journey level work comparable to a Utilities Operations Specialist II with the District.

2. Certification & Licensing Requirements:

- Possession of valid Class A Commercial Driver's License and driving record that complies with District policy is required.
- Possession of a valid T2 Water Treatment Plant Operator Certificate issued by the California State Department of Public Health.
- Possession of a valid D2 Water Distribution Operator Certificate issued by the California State Department of Public Health.
- Possession of a valid Grade II Collection System Maintenance Certificate issued by the California Water Environment Association.

WORKING CONDITIONS


Work is performed in an outdoor field environment with exposure to hot and cold temperatures; inclement weather; solvents and chemicals; water and electricity; and excessive noise. Work may also be performed in confined spaces, or at heights above or below the ground. (See detailed Job Analysis for a more complete list of physical and mental requirements.)

Reviewed by: 

Date: 01/30/2015

Classified by: 

Date: 01/15/2015

Approved by: 

Date: 01/15/2015



TAHOE CITY PUBLIC UTILITY DISTRICT Job Analysis Form

JOB TITLE: Utilities Operations Specialist I/II/III **DEPT:** Utilities

JOB SUMMARY: Under the supervision of assigned department manager or supervisor, performs a variety of work in the preventive maintenance, repair, replacement and monitoring of the District's water and wastewater systems.

1. Gross Body Movements:

0% - 12% (Rarely) 13% - 33% (Occasionally) 34% - 66% (Frequently) 67% - 100% (Regularly)

Activity	Daily Frequency
A. Sitting	Frequently
B. Standing	Frequently
C. Walking	Frequently
D. Walking – uneven terrain	Frequently
E. Driving	Frequently
F. Hearing	Regularly
G. Speaking	Regularly
H. Seeing	Regularly

2. Job Specific Body Movements:

Occasionally (OCC) = 1/3 of time or less. Frequently (FREQ) = 1/3 – 2/3 of time. Continuously (CONT) = more than 2/3 of time.

Activity	Daily Frequency
A. Bending at Waist	FREQ
B. Climbing (stairs/ladders/etc)	FREQ
C. Crawling	OCC
D. Crouching	OCC
E. Kneeling	FREQ
F. Pushing (75 lbs)	OCC
G. Pulling (75 lbs)	OCC
H. Stooping	FREQ
I. Working at heights; (40) feet above/below ground	OCC
J. Working/Reaching above shoulder level	OCC
K. Working/Reaching below shoulder level	FREQ
L. Working/Reaching at desk level	OCC

3. Lifting:

Occasionally (OCC) = 1/3 of time or less. Frequently (FREQ) = 1/3 – 2/3 of time. Continuously (CONT) = more than 2/3 of time.

Weight	Daily Frequency
A. 10 lbs or less	FREQ
B. 11 to 25 lbs	FREQ
C. 26 to 50 lbs.	FREQ
D. 51 to 75	OCC
E. 76 to 100 lbs.	OCC
F. Over 100 lbs.	N/A

4. Hand Coordination Activities:

0% - 12% (Rarely) 13% - 33% (Occasionally) 34% - 66% (Frequently) 67% - 100% (Regularly)

Activity	Daily Frequency
A. Hand	
1. Pulling	Frequently
2. Pushing	Frequently
B. Fine Manipulation	
1. Typing/Keyboard	Occasionally
2. Calculator	Rarely
3. Writing	Occasionally
4. Hand Tools	Regularly
5. Equipment (nuts/bolts, etc)	Regularly
C. Simple Grasping	
1. Filing	Rarely
2. Moving Computer Mouse	Occasionally
3. Phone Receiver	Occasionally
4. 3-Ring binder/files	Rarely
5. Manipulating maps	Occasionally
6. Writing on clipboard	Occasionally
D. Power Grip	
1. Power Tools	Regularly
2. Equipment (shovel, etc)	Regularly
E. Arm	
1. Lateral Movement	Frequently
2. Rotation	Frequently

5. Height from floor of objects to be reached or worked on:

Object	Height
A. Valves, drywells	5 – 6 ft
B. Vactor controls/reel	4 ft.
C. TV van controls and camera	4 ft.

6. Mental Requirements

Activity	Daily Frequency
1. Analyzing	Continuous
2. Identifying	Continuous
3. Interpreting	Intermittent
4. Knowing	Continuous
5. Observing	Continuous
6. Problem Solving	Intermittent
7. Remembering	Continuous
8. Understanding	Continuous
9. Explaining	Intermittent

Reviewed/Approved by: _____ **Date:** _____