SOUTH COAST WATER DISTRICT

SENIOR SYSTEM OPERATOR

DEFINITION

This position is located in the Distribution or Collection System Sections of the Operations Department and provides work direction and review to system operators; sets priorities and directs the work of assigned staff on a project or day-to-day basis; performs routine to complex work in the installation, repair, operation, and maintenance of the District’s water distribution system and wastewater collection system; and performs related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

This position reports to the Collection System Supervisor or the Water Distribution Supervisor. Exercises technical and functional direction over assigned staff.

CLASS CHARACTERISTICS

This is the lead-level in the operations and maintenance series that performs complex duties required to ensure that District infrastructure, systems, and facilities are operated and maintained in a safe and effective working condition and provide the highest level of safety for public use. Responsibilities include inspecting and attending to assigned areas in a timely manner, and performing a wide variety of tasks in the operation, maintenance, and repair of assigned facilities and systems. This class is distinguished from the Collection System Supervisor and/or the Water Distribution Supervisor in that the latter are the full supervisory-level classes in the series responsible for organizing, assigning, supervising and reviewing the work of assigned staff involved in operations and maintenance.

The incumbent ensures that her/his activities are aligned with and support the South Coast Water District’s policies, mission, vision, core values, core strategies, and annual action items as well as performance measures.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

Duties may include, but are not limited to, the following:

- Provides technical and functional direction to assigned operations and maintenance staff; reviews and controls quality of work; provides input on employee evaluations; participates in performing complex operations, maintenance, and repair work.
- Plans, schedules, prioritizes and assigns maintenance and repair work in consultation with the Collection System Supervisor; communicates status of repairs to appropriate personnel, working cooperatively to schedule repairs in accordance with established and special operational priorities.
- Trains employees in work methods, use of tools and equipment, and relevant safety precautions.
- Assists in developing work plans, procedures, and schedules, and coordinates personnel, equipment and other resources needed to complete day-to-day work.
- Requests supplies and equipment for work projects; maintains records of purchase orders; may assist in developing budget figures for division.
- Performs a variety of complex and skilled work to operate, inspect, maintain and repair valves, meters, water distribution pipelines, and related appurtenances; to inspect and test lines in the system visually and/or using smoke or dye testing and/or television devices.
- Operates and maintains the District’s wastewater collection system in a safe and sanitary manner to ensure safe conditions for the District, including repairing broken wastewater mains and parts, and hydro-cleaning to ensure clean and open distribution.
- Uses and performs maintenance on a variety of tools and electrical and electronic test equipment; reads and calibrates gauges and meters used for process control.
Operates and maintains a variety of light, medium, and heavy-duty equipment and trucks, as well as hand and power tools appropriate to the functional area of assignment.

Operates a variety of hand and power tools and equipment related to work assignment as instructed.

Installs street barricades and cones, and controls traffic around work sites to ensure safe conditions for the general public and District workers.

Ensures that safe work methods are being used and makes appropriate use of related safety equipment as required.

Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions.

Answers inquiries from citizens regarding work performed; maintains accurate records of work performed.

Responds to after-hours emergencies and assists other maintenance crews as needed and in emergency or relief situations.

Performs confined space entry and rescue operations.

Performs related duties as assigned.

**QUALIFICATIONS:**

**Knowledge of:**

- Basic principles of supervision and training.
- Maintenance principles, practices, tools and materials for maintaining and repairing water distribution systems, including water hydraulics, valves, pipe materials and water service components; storm and sanitary wastewater collection systems, including gravity and pressurized wastewater lines, manholes, wastewater cleanouts and pump systems, and other related facilities and equipment.
- The operation and minor maintenance of a variety of hand and power tools, vehicles and power equipment.
- Traffic control procedures and traffic sign regulations.
- Shop arithmetic.
- Safety equipment and practices related to the work, including the handling of hazardous chemicals.
- Safe driving rules and practices.
- Computer software related to work such as SCADA and other telemetry systems.
- English usage, spelling, vocabulary, grammar and punctuation.
- Techniques for providing a high level of customer service to public and District staff, in person and over the telephone.

**Ability to:**

- Plan, schedule, assign, and oversee activities of water distribution and/or wastewater collection system maintenance and repair personnel.
- Inspect the work of others and maintain established quality control standards.
- Train others in proper and safe work procedures.
- Identify and implement effective course of action to complete assigned work.
- Oversee and participate in maintenance and other related projects.
- Perform construction, modification, maintenance and repair work on water distribution and wastewater collection systems, facilities and equipment such as found in the District.
- Operate specialized maintenance and repair equipment related to water and wastewater main cleaning.
- Set up and operate traffic area construction zones, including cones, barricades and flagging.
- Locate underground utilities by use of blue prints and electronic locating equipment in accordance with Underground Service Alert (USA) regulations.
- Troubleshoot maintenance problems and determine materials and supplies required for repair.
- Make accurate arithmetic calculations.
- Read and interpret construction drawings and specifications.
- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and equipment required for the work.
- Maintain accurate logs, records and basic written records of work performed.
Follow department policies and procedures related to assigned duties.

Understand and follow oral and written instructions.

Organize own work, set priorities and meet critical time deadlines.

Use English effectively to communicate in person, over the telephone and in writing.

Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.

Establish and maintain effective working relationships with those contacted in the course of the work.

**EXPERIENCE AND TRAINING GUIDELINES**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:**

Four (4) years of increasingly responsible experience in the operation, maintenance, and repair of underground utilities equivalent to that of the System Operator III at SCWD.

**Training:**

Equivalent to the completion of the twelfth (12th) grade. College-level coursework or specialized training in water science, engineering, construction methods, or a related field is desirable.

**License and Certificate Requirement:**

License and certificates (Grade IV) are required at the time of appointment and must be maintained during District employment.

- Valid California class B driver’s license with the appropriate endorsements and satisfactory driving record.
- When assigned to the Wastewater Collection System: Grade IV Wastewater Collection System Maintenance Certificate issued by the California Water Environment Association (CWEA).
- When assigned to the Water Distribution System: Grade IV Water Distribution Operator Certificate issued by the State Water Resources Control Board (SWRCB).

**PHYSICAL DEMANDS**

Must possess mobility to work in the field; strength, stamina and mobility to perform medium to heavy physical work, to work in confined spaces, around machines and to climb and descend ladders, and operate varied hand and power tools and construction equipment; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 75 pounds and heavier weights with the use of proper equipment.

**ENVIRONMENTAL ELEMENTS**

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.
WORKING CONDITIONS

Must be willing to work weekends, holidays, and off-hour shifts for emergency callback response.

The specific statements shown in each section of this classification description are not intended to be all-inclusive. They represent the essential functions and minimum qualifications necessary to successfully perform the assigned functions. Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.