

**RANCHO CALIFORNIA WATER DISTRICT
POSITION DESCRIPTION**

DATE: May 12, 2015

POSITION TITLE: **LEAD WATER SYSTEMS OPERATOR**

GRADE LEVEL: F

SUPERVISOR TITLE: Water Systems Supervisor

FLSA STATUS: Exempt Non-Exempt

BARGAINING UNIT: RCWDEA RCWD MPCEA







DEFINITION

The Lead water systems Operator reports directly to the water systems Supervisor and leads activities of the District's water systems Operators. The individual assigned to the position operates, maintains, and performs preventative maintenance on the District's transmission, and distribution systems, water storage facilities, and related equipment. In the absence of the water systems Operations Supervisor the individual in this position will serve as an acting water systems Operations Supervisor.

CLASS CHARACTERISTICS

This is the lead level in the water systems Operator class. Positions assigned to this level will provide lead supervision to journey level staff and independently perform highly technical and specialized distribution, treatment and maintenance duties at a level beyond that found at the advanced journey level. This job classification is represented by the Rancho California Water District Employees Association (RCWDEA) bargaining unit.

EXAMPLE OF DUTIES (Duties may include, but are not limited to, the following):

-  Assist the water systems supervisor in planning, implementing, coordinating, and documenting the activities and programs of the systems operation section
-  Lead the operation of the District's three distinctive, separate water distribution systems, including untreated, potable and recycled systems, using state-of-the-art electronic Supervisory Control and Data Acquisition systems (SCADA)
-  Coordinate and assign the daily work activities for the water systems operators and monitors progress
-  Conduct employee performance evaluations
-  Initiate and participate in staff development and disciplinary action
-  Assist in budget development

- ✎ Coordinate and oversee the preventive and predictive maintenance, inspection, operation and testing of the District's water supply facilities
- ✎ Perform emergency hazardous materials response to District facilities; implement the District's emergency response plan; respond to releases or potential releases; function within an assigned role in the Incident Command System; use proper specialized chemical personal protective equipment
- ✎ Provide and coordinate the training of water systems operators and other divisional staff
- ✎ Coordinate and direct the flushing of water mains to ensure safe clean water is delivered to the customer, including the cleaning of mains after a shutdown and/or repair
- ✎ Coordinate mainline and facility shutdowns as needed for emergencies or planned maintenance
- ✎ Coordinate activities with Metropolitan Water District (MWD) and other neighboring agencies
- ✎ Maintain records and prepare reports
- ✎ Handle customer complaints related to water distribution systems
- ✎ Requisition supplies
- ✎ Available to be on-call
- ✎ Perform related duties as assigned

QUALIFICATIONS

Lead Water Systems Operator

Knowledge of:

- ✎ District rules, regulations, policies and procedures related to customer service and customer relations
- ✎ Basic principles of employee supervision including training and performance evaluations
- ✎ Basic principles of budget development
- ✎ Applicable laws, codes and regulations
- ✎ Advanced computerized water distribution system capabilities
- ✎ Mathematical principles related to water measurement and distribution systems

Ability to:

- ✎ Prioritize work and capable of overseeing the water systems operators
- ✎ Diagnose advanced problems and provide effective solutions
- ✎ Coordinate assigned duties with other departments and/or agencies

SELECTION GUIDELINES

The appropriate knowledge, skills and abilities can be achieved through a variety of combinations of experience and training. A typical example is:

Experience: Two (2) years of experience as a Senior Water Systems Operator or Five (5) or more years of increasingly responsible experience at a public water utility as a Water Systems Operator.

Training: Equivalent to completion of the 12th grade, supplemented by extensive specialized training in water distribution.

Licenses and Certificates:

- ✎ Water Technology Certificate, required
- ✎ Hazardous Materials Technician Certificate-OSHA 1910.120, required
- ✎ Grade D5 Water Distribution Certificate – CDPH, required
- ✎ Grade T3 Water Treatment Certificate – CDPH, required
- ✎ Valid California driver's license, required

PHYSICAL REQUIREMENTS/WORKING CONDITIONS



The essential functions of this position may require the employee to perform the following physical activities:

- ✎ Operate a District vehicle to travel between job sites and test repairs
- ✎ Carry, push, pull, reach and lift equipment and parts up to 60 lbs
- ✎ Stoop, kneel, crouch, crawl and climb during regular duties
- ✎ Communicate orally with District staff and customers in group and one-to-one settings
- ✎ Stand and walk for extended periods
- ✎ Hearing and vision within normal ranges
- ✎ Heavy exertion of energy
- ✎ Regularly use a telephone or radio for communication
- ✎ Regularly use a PC computer to access and communicate with SCADA systems
- ✎ Certified to wear a self-contained breathing apparatus (SCBA)

The essential functions of this position may expose the employee to the following working conditions:

- ✎ Inclement weather
- ✎ Toxic materials/gases
- ✎ Electrical hazards
- ✎ Heights
- ✎ Confined spaces
- ✎ Potentially dangerous tools and equipment
- ✎ Traffic hazards
- ✎ Potential earth cave-ins

OTHER REQUIREMENTS

-  Willingness to work nights, weekends, and overtime, as necessary
-  Must reside within a 30-minute response time to the District headquarters

| | |
|------------------------------|-------|
| _____ | _____ |
| Employee Signature | Date |
| _____ | _____ |
| Supervisor/Manager Signature | Date |