



Lead Water Treatment Operator

Department/Division:	Operations/Treatment
Reports To:	Chief Water Systems Operator – Treatment
Provides Direction To:	Assigned Staff
FLSA Exemption Status:	Non-Exempt
Effective Date:	12/19/2024

GENERAL PURPOSE

Under general supervision, leads and performs daily activities related to the safe operation and maintenance of District equipment and facilities for sourcing, treatment and the distribution of drinking water to its service areas. Leads and performs the daily operations of the District's water treatment plants. Operator is required to serve on a rotating shift and serve "on call" with a District cell phone after hours, weekends and holidays.

DISTINGUISHING CHARACTERISTICS

This first level working supervisory-level class exercises independent judgment on diverse and specialized work involved in water treatment services. Incumbents perform a variety of duties such as preventative maintenance of treatment facilities, water quality testing, record-keeping and other related duties. The Lead Water Treatment Operator is distinguished from the Water Treatment Operator III in that the Lead Water Treatment Operator requires a higher level of certification and leads the full scope of water treatment work. Incumbents are responsible for assigned work crew and direct, oversee, and perform the more complex work assigned to their crews, but are also responsible for direct supervisory responsibilities such as ensuring work quality, addressing staff performance, developing and delivering performance evaluations, and overseeing the training, development, and safety of the employees assigned to their work crews. Incumbents are responsible for providing technical level support to higher level supervisory and management staff in a variety of areas. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy requirements.

ESSENTIAL FUNCTIONS

The duties listed below 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 class.

- Leads and performs the daily activities and operations of the District's Water Treatment Plants in compliance with all applicable rules and regulations.
- Inspects and monitors water treatment plant equipment and systems; controls valves for emergency and scheduled shutdowns; troubleshoots, diagnoses and reports problems to appropriate personnel.

- Ensures that buildings and grounds are maintained in a clean and orderly manner.
- Authorizes plant start-ups, shutdowns, and emergency repairs in the absence of supervisory staff.
- Serves on a rotating shift and serves “on call” with a District cell phone after hours, weekends and holidays which fall within the assigned shift.
- Leads and participates in the preventative maintenance work for the Water Filtration Treatment Plant and related equipment.
- Inspects, operates, and maintains a variety of equipment; makes operating adjustments as needed.
- Takes, tests, and records regular water samples; leads and performs special water quality testing.
- Mixes and adds treatment chemicals; ensures adequate chemical dosing according to regulations and guidelines.
- Assists in scheduling equipment maintenance and overseeing on-site contractor’s performance.
- Maintains and operates disinfection equipment and makes chemical adjustments as necessary; responds to all chlorine alarms as a member of the District’s Emergency Response Team.
- Check, and record meters and other gauges; adjusts and calibrates instruments; takes and logs a variety of readings.
- Performs a variety of construction and maintenance of all equipment at the Water Filtration Treatment Plant.
- Accounts for materials and equipment, including receiving chemical shipments, monitoring unloading process, maintaining chemical and water treatment supply inventory, and testing shipments for compliance to standards; checks chemical alarms and feed systems for leaks.
- Prepares and reviews all related reports; maintains historical reports and water quality results in an organized manner.
- Assists in the review of plans, specifications, and regulatory requirements.
- May assist in the preparation of the District’s Consumer Confidence Report.
- Records findings, prepares reports, and maintains logs.
- Performs a variety of skilled and semi-skilled water system repairs and maintenance, as needed or assigned.
- Cross-trains in other department job duties.
- Maintains assigned District vehicle including servicing and periodic safety checks.
- Participates in District safety meetings.
- Performs other related duties, as assigned.

QUALIFICATIONS GUIDELINES

Knowledge of:

- Principles and practices of lead direction, work coordination and training.
- Water distribution and treatment procedures, equipment, materials and tools.
- Principles and practices of water production systems, water treatment plant operation and infrastructure.
- State, Local and District laws, rules, regulations, policies and procedures related to water production service, treatment, repairs and distribution, including California Code of Regulations Title 22.

- Cross Connection Control practices for detection of contamination into the water system.
- Automatic control valves, system analyzers and their maintenance.
- Natural sciences as related to water treatment.
- Advanced mathematics.
- Calculations required to make optimal chemical feed adjustments.
- Laboratory analysis techniques and health standards for potable and raw water.
- Methods and precautions used in the storage and handling of chemicals and other hazardous materials.
- The use of Supervisory Control and Data Acquisition (SCADA) systems, Geographic Information Systems (GIS), and Computerized Maintenance Management Systems.
- Modern office procedures, methods, and equipment, including computers.
- Sampling methods and techniques.
- Basic recordkeeping
- Safe work practices.

Ability to:

- Provide lead direction, work coordination and training for lower-level staff.
- Inspect, operate, and maintain a variety of water treatment facilities and related infrastructure.
- Collect samples and conduct accurate physical and chemical tests of water.
- Perform chlorinating and flushing to reach the proper residuals in the distribution system.
- Compile, evaluate and analyze operational data and perform appropriate actions.
- Maintain accurate and complete records.
- Make independent technical decisions to ensure proper systems and treatment processes.
- Diagnose complex operating problems and take effective courses of action.
- Utilize a variety of tools and equipment in the operation and maintenance of water treatment facilities and related infrastructure.
- Accurately read meters, gauges, valve books, blueprints, schematic drawings, maps, specifications, wiring and pneumatic diagrams.
- Operate the District's SCADA system.
- Prepare technical reports.

Minimum Qualifications

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Education: High School diploma or equivalent.

And

Experience: Four (4) years of experience in the maintenance and operation of water treatment plants and related infrastructure experience equivalent to a

Water Treatment Plant Operator III.

Licenses, Certificates; Special Requirements:

Possession of SWRCB Certification as a Grade 2 Water Distribution Systems Operator.

Possession of SWRCB Certification as a Grade 4 Water Treatment Systems Operator.

Must possess an appropriate valid Class "C" Driver's License issued by the California State Department of Motor Vehicles, and a good driving record.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this classification, an incumbent is regularly required to stand; use hands and fingers to handle, or feel; and talk and hear. The employee is frequently required to walk and to reach with hands and arms. The employee is occasionally required to sit, climb or balance and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to ten (10) pounds, frequently lift and/or move up to fifty (50) pounds, and occasionally lift and/or move up to one-hundred (100) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

THIS POSITION MAY BE ELIMINATED, OR THE DUTIES, QUALIFICATIONS AND TRAINING REQUIRED CHANGED BY THE BOARD OF DIRECTORS AND/OR THE GENERAL MANAGER, WHEN IN THEIR JUDGEMENT, IT IS CONSIDERED NECESSARY AND PROPER FOR THE EFFICIENT OPERATION OF THE DISTRICT.