



Calaveras Public Utility District

CHIEF TREATMENT PLANT OPERATOR

Salary Structure Range: 17

Classification specifications (i.e. Job Descriptions) are intended to present a descriptive summary of the range of duties and responsibilities performed by an incumbent in the classification. Furthermore, specifications are intended to outline the minimum qualification for entry into the classification and not intended to reflect all duties and responsibilities of an incumbent in the classification.

The District

The Calaveras Public Utility District was established January 1934 with the purpose of supplying pristine drinking water to the communities of San Andreas, Mokelumne Hill, Glencoe and Paloma areas of Calaveras County. The District currently serves over 1950 customers through over 27 miles of pipe from steel to poly ranging from 27” to 1” in diameter. The District furnishes its customers with reliable drinking water services and continues to provide those services safely, efficiently, and cost effectively. The District is offering this unique position to an individual who can demonstrate a positive outlook with the desire to grow in a water industry career.

Definition/Summary

Under general and administrative direction of the General Manager, the Chief Operator has primary responsibility for the daily operation of the District’s water treatment plant. Must have a full range of water treatment experience; including operating and routine maintenance and repairs of the equipment used at the water treatment facilities. This includes pumps, motors, hydroelectric facilities, electrical, charts and computers for the efficiency of plant operations. Must possess the ability to repair, maintain and operate valves, mains, hydrants, storage tanks, meters and related water distribution and transmission facilities and appurtenances, whether in the field, shop or plant. Must be able to plan work and maintenance of the plant in a manner to successfully communicate those tasks with the General Manager at any time. Must possess the ability to work with and instruct a team of Water Utility Workers to successfully accomplish the water treatment mission.

Essential Duties

- Inspect plant operational equipment and facilities on a regularly scheduled basis; and reads and records readings of pumps, chemical feed and other treatment and pumping equipment.
- Review and analysis of operational information and test results and revises equipment settings as appropriate; and notifies supervisor of unusual situations and makes inspections or corrects system problems as instructed.
- Perform sampling duties of the District’s system per regulatory requirements and when needed during projects, spills and/or special circumstances.
- Assist with performing tank checks and take corrective actions as required.
- Perform and assist with scheduling of preventative maintenance on a variety of treatment plant equipment, such as pumps, chlorinators, filters, chemical valves, and electric motors.
- Operate valves, pumps and automated controls to regulate the flow of water through the system.
- Maintain facilities, grounds and equipment in a clean and orderly condition; and perform routine maintenance on equipment and piping systems.

- Monitor equipment operations; determine when maintenance by others may be needed; notify supervisor or other responsible parties to schedule.
- Assist in placing orders for chemicals, supplies, and equipment.
- Perform basic adjustments and troubleshooting for electrical motors and controls.
- Maintain accurate records of gauge, chart, graph and meter readings, chemical test results and work performed.
- Observe appropriate safety procedures, including those related to the safe handling of treatment chemicals.
- Investigate and resolve water quality and pressure issues.
- Responsible to respond to SCADA calls from treatment plant, including after regularly scheduled hours.
- Assist Management staff with regulatory inspections as needed on District treatment and distribution facilities.
- Use good judgment in evaluating information from gauges, charts, meters, and test results; inform others of trends and/or significant changes; offer corrective recommendations.
- Establish and maintain an effective and cooperative working relationship with coworkers through knowledge of work, personal and professional conducts, and good judgment.
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.
- Perform related duties as assigned or required for the ongoing operation of the District's business.
- Assist with preparation of monthly, quarterly and annual reports, including the Consumer Confidence Report.
- Monitor and assist with assigned work orders at the water treatment plant.
- Assist in the development and implementation of a preventative maintenance program, as well as Standard Operating Procedures.
- Ensure that the water treatment plant is operating effectively and that regulatory/permit requirements, including updated and newly adopted requirements, are being met.
- Assist in the development of specifications and Operation Manual updates when needed.
- Prepare and research purchase orders for equipment as required.
- Direct water line repairs.
- Assist with inspections (i.e. insurance, DOHS, FERC, DSOD).
- Conduct valve exercising as needed.
- Assist in maintaining District computers.
- Assist field staff in performing assignments as directed/outlined in the job description for Water Utility Worker I/II/III/IV.
- Shut down main lines in emergencies.
- Mark the location of underground water lines in response to USA requests.
- Ability to operate heavy equipment (i.e. backhoe, etc.)

Qualifications: *Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying.*

Knowledge of:

- Principles, practices, tools, equipment and supplies required for the operation, cleaning and preventative maintenance of water treatment plant equipment.
- The operation and preventative maintenance of piping systems, including pipes, valves, pumps, motors and related appurtenances.
- Safety equipment and practices related to the work, including the handling and storage of hazardous chemicals.

- Applicable laws, codes and regulations.
- Computer applications related to the work, including Microsoft Office Suite programs for work processing and spreadsheets.
- Basic mechanical, electrical and hydraulic principles.
- Basic operational and maintenance practices of electrical motors, pumps and circuitry.
- Principles and practices for providing a high level of customer service to public and District staff, in person and over the telephone.
- Arithmetic and basic mathematical calculations, including percentages and decimals.
- Basic chemical and physical tests as related to water.
- Standard business practices such as letter writing, report writing, preparing informational materials in visual formats; English language usage, spelling, grammar, and punctuation.
- Proper work safety standards.
- Basic work assignments in the installation, maintenance, and repair of water service systems and meters.

Ability to:

- Operate, maintain and repair a variety of water production, treatment and distribution facilities and equipment.
- Operate, maintain and repair a variety of water treatment plant equipment.
- Recognize and correct or report unusual, inefficient or dangerous operating conditions.
- Use and maintain the tools and equipment of the work skillfully and safely
- Handle hazardous chemicals in a safe manner.
- Collect and enter data accurately and creating spreadsheets as directed or required.
- Maintain accurate records of work performed.
- Use, properly maintain, and ensure the security of District-owned equipment that may be provided to assist in the performance of assigned duties.
- Assist with planning, coordinating, and organizing work to meet deadlines with accuracy, thoroughness, and attention to detail.
- Work independently and prioritize multiple tasks often under time constraints and with limited supervision.
- Read, understand and carry out written and oral directions in a clear, concise, and consistent manner.
- Operate a variety of automated office machines typical of a work environment such as a multi-function printer/copier/scanner machine.
- Operate a computer including word processing, database, spreadsheet, email, and internet.
- Communicate clearly and concisely both orally and in writing with District staff, coworkers, consultants, and the public in one-to-one and group settings.

Education and Experience – *Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Six (6) years of cumulative experience in operating and performing routine maintenance to facilities and/or equipment in a water treatment plant, including three (3) full years of experience equivalent to that of a Water Utility Worker II.

Licenses and Certifications – *Requires a valid California Driver's License issued by the California Department of Motor Vehicles.*

Possess a California Grade 3 Water Treatment Plant Operator certification and a California Grade 3 Distribution certification. Incumbents may also be required to obtain a backhoe certification.

Physical Requirements

Must possess the knowledge and mobility to work in construction and various distribution and treatment system maintenance including pump stations, hydro, pump, motor, and electrical. Physical stamina to perform system and maintenance repair work, walk and work on uneven terrain, climb and descend ladders, ability to lift, carry, push, pull and reach materials and equipment weighting up to 80 pounds. Mobility to work in a standard water treatment plant, uses specialized test equipment hand and power tools instrumentation; ability to work in confined spaces and around machines; vision to read printed materials, charts and gauges and computer screens; and hearing, speech and English language skills to communicate successfully in person and over the telephone or other electronic devices.

May be exposed to inclement weather conditions, including working in sun, water and snow. Work may include loud noises from equipment operation, odors, dust, and potentially toxic chemicals and conditions during the normal function of duties. Use of standard office equipment such as telephones, computer, copiers, and fax machines.

Work Environment

Work both indoors (generally in a typical office or warehouse setting) and outdoors are required. While performing the duties of this job outdoors, the working conditions are of a varying degree, from snow to extreme heat. Additionally, incumbents in this position will have exposure to cleaning supplies, solvents, dusts, and other outdoor environmental elements. While performing the duties of this job indoors, the working conditions are those of a typical office environment, with temperatures occasionally too warm or too cold, moderate noise levels and under lighting conditions typical of an office. Travel between District facilities will be necessarily via District vehicle for District related duties and activities.

Hours of Work

Generally, 7:00 am to 3:30 pm from Monday-Friday. After introductory evaluation period is complete, requires being on a rotating on call schedule for weekends and holidays.

Additional Requirements

- 18 years of age.
- Eligible to work in the United States.
- Must be available for regular weekly on-call, emergency standby, and to be called back and work emergency overtime as required.

Compensation and Benefits

The District offers a comprehensive benefit package including medical, dental, vision and CalPERS retirement system (under AB340 effective 01/01/2013), to all newly hired qualified non-exempt employees of the District. Information regarding these benefits will be available upon offer of employment.