



JOB DESCRIPTION

Water Supply Lead Operator

Date Prepared: July, 2014

SUMMARY: Under general supervision, leads water supply crews; operates, maintains, and performs journeyman-level preventative maintenance on City pumps, wells, tanks, water treatment facilities, and related equipment; performs duties relating to water quality, including water quality sampling and Cross Connection Control programs; may serve as an Acting Assistant Water Supply Supervisor in the absence of the Assistant Water Supply Supervisor; and performs related work, as assigned.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:*

- Lead water supply crews, establish daily work schedules, and may assist in conducting employee performance evaluations.
- Inspect, operate, test, and maintain a variety of water well and pumping equipment, water storage facilities, and water treatment plant facilities, including pumps, air compressors, telemetry system, emergency systems, pipe systems, water storage tanks, chemicals and equipment associated with water treatment, and pressure vessels.
- Collect water samples and perform duties associated with the cross connection control program.
- Clean and flush the water system.
- Respond to customer water quality inquiries.
- Maintain and ensure the adequate supply of water in the Districts reservoirs and water system.
- Requisition parts and supplies.
- Maintain records and prepare reports.
- Read and interpret drawings, diagrams, and blueprints; compile and log a variety of readings.
- Use a variety of power and hand tools; perform a variety of related welding, carpentry, pipefitting, valve repair, and cement work.
- May participate in emergency call duty on a rotation basis, at the District's discretion.
- May cross-train with other divisions.
- Utilize computer software programs competently.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

High school diploma OR GED equivalent, AND four years of experience in water systems maintenance, INCLUDING two years of experience in a leadership role OR a lead worker capacity within a comparable sized water utility agency.

Knowledge of:

- Water distribution and treatment procedures, equipment, materials, and tools used in the operation and maintenance of motors, pumps, water treatment plants, compressors, and other equipment.
- Automatic control valves and their maintenance.
- Water quality sampling techniques.
- Cross connection control.

- Safe work practices.
- Basic recordkeeping and report writing practices.
- Basic Supervisory Control and Data Acquisition (SCADA) telemetry system.
- Aquifer recharge.
- Facility and equipment testing.
- Operation and maintenance of portable diesel engines.
- Basic computer skills.

Skill in:

- Providing efficient customer service and communicating clearly and objectively both verbally and in writing.
- Organizing with the ability to prioritize work and exercise independent judgment, wisdom, common sense, and initiative.
- Thoroughly carrying out oral and written instructions.
- Leading water maintenance crews.
- Training and leading assigned personnel.
- Analyzing situations accurately and making effective recommendations.
- Interpreting Engineering and Public Works plans, specifications, drawings, and department Map Book.
- Inspecting, operating, and diagnosing problems.
- Performing preventative maintenance on electric motors and diesel engines, pumps, compressors, valves, chemical feed equipment, pressure vessels, and related equipment.
- Performing water quality sampling and facility and equipment tests, including well and pump efficiency tests.
- Using patience, tact, diplomacy, and courtesy in dealing with the public and employees.
- Routinely adhering to and maintaining a positive attitude.
- Operating vehicles and equipment in a safe and efficient manner.
- Establishing and maintaining effective working relationships with those contacted in the course of work, including City and other government officials, community groups, and the general public.
- Applying safe work practices.

LICENSE AND CERTIFICATION REQUIREMENTS:

- Must possess a valid California class “C” driver’s license upon hire and maintain throughout the length of employment with the City of Victorville.
- May be required to obtain a Class “A” California driver’s license.
- Must possess a California Department of Public Health (CDPH) Water Treatment Operator Grade 2 Certificate and a CDPH Water Distribution Operator Grade 3 Certificate.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in an outdoor environment. Incumbent shall be exposed to those conditions normally encountered in an outdoor environment. Physical demands consist of sitting, standing, walking, stooping, kneeling, crouching, and crawling; using hands and fingers to handle or feel objects, tools or controls; and lifting and carrying moderately heavy objects up to 100 pounds and/or utilizing a hand dolly to move up to 160 pounds. Incumbent frequently works near moving mechanical parts, occasionally works in high, precarious places, and can be exposed to electrical hazards. Incumbent wears personal protection - protective footwear. Incumbent must be able to see and hear in the normal range, with or without correction, and communicate verbally and in written form with great facility, and must be able to be understood. Incumbent must have the stamina to work long hours and overtime, if assigned, and must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts.

Department Head

Date

Personnel Officer

Date