



TAHOE CITY PUBLIC UTILITY DISTRICT Job Description

Job Title: Senior Utilities Operations Specialist
Department: Utilities
Supervised By: Utilities Superintendent
FLSA Status: Non-Exempt
Revised as of: January 2015

JOB SUMMARY

To coordinate, participate in and oversee the work of District field staff engaged in the operation, maintenance, repair, testing and construction of the District's water treatment and distribution and wastewater collection underground facilities or drinking water and wastewater pumping facilities.

DISTINGUISHING CHARACTERISTICS

The Senior Utilities Operations Specialist is the advanced journey classification in the Utilities Operations Specialist series. Incumbents in this position routinely perform activities of workers engaged in the maintenance, repair and operation of the District's entire water distribution and wastewater collection underground facilities, or drinking water and wastewater pumping facilities, and must have demonstrated the ability to sustain positive participation as an active team leader, member and effective District employee. The Senior Utilities Operations Specialist position is distinguished from the Utilities Operations Specialist III by attainment of a higher level of certification and a higher level of responsibility including providing technical and functional supervision.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Utilities Superintendent.

Exercises technical and functional supervision over assigned maintenance staff.

ESSENTIAL FUNCTIONS

The duties listed 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 position.

- Coordinate work activities, provide oversight, assist crews and perform all functions related to the daily maintenance, construction, installation, repair and customer service activities of the District's entire water distribution and wastewater collection underground facilities, or drinking water and wastewater pumping facilities.
- Assist the Utilities Superintendent in preparing work schedules and coordinate with and/or assign workers and equipment to various tasks.

- Recommend priority of assigned projects and, in conjunction with the Utilities Superintendent, have responsibility for implementation of proper construction methods in the field.
- Coordinate use of personnel and equipment with the Utilities Superintendent and other department or District staff as necessary.
- In conjunction with the Utilities Superintendent, investigate customer requests, concerns and quality complaints and provide resolution; or, if necessary, assign appropriate staff for response and or resolution.
- Respond to emergency situations and make appropriate decisions based on observations and District policies.
- Routinely perform activities of field personnel as required.
- Operate water treatment plant and related equipment including daily checks, accurate and thorough recordkeeping, visual inspections, remote inspections via telemetry, and basic maintenance operations.
- Respond to emergency calls on weekends, holidays and evenings as well as be available for standby duty as assigned and necessary; participate in the on-call rotation.
- Estimate needs and inventories and request supplies, materials, tools and equipment.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Establish and maintain effective working relationships with co-workers and all others contacted in the performance of assigned duties.
- Utilize appropriate safety procedures and practices for assigned duties.
- Work safely and cooperatively with others.

When assigned to Underground:

- Train, or assign appropriate staff to train, new and existing personnel in the District's water distribution and wastewater collection system operation, procedures and system maintenance as well as in the safe and efficient operation of a variety of motorized vehicles, equipment, machines and tools in a variety of weather conditions.
- As needed, coordinate with and assist contractors, government agency representatives and other utility providers on projects affecting the District's water distribution and wastewater collection underground facilities.
- Research underground utility locations for construction projects and mark locations in field for contractors.
- Review closed-circuit television films of sewer lines; determine appropriate action and create work order.
- Participate in special projects such as manhole repairs or snow removal.

When assigned to Pump Stations:

- Train, or assign appropriate staff to train, new and existing personnel in the District's drinking water and wastewater pumping facilities, procedures and system maintenance as well as the safe and efficient operation of a variety of motorized vehicles, equipment, machines and tools in a variety of weather conditions.
- As needed, coordinate with and assist contractors, government agency representatives and other utility providers in projects affecting the District's drinking water and wastewater pumping facilities.
- Operate and maintain District's water treatment plant facility, including disinfection, coagulation, flocculation, filtration and backwashing; collect samples and test for overall quality of raw and treated water; determine and add required chemicals to ensure water is safe for consumption; monitor chemical feed tanks and restock as necessary; adjust water flow rates as needed.

ADDITIONAL DUTIES AND RESPONSIBILITIES

- Follow and enforce the District's Injury and Illness Prevention Program as well as other related safety programs.
- In conjunction with the Utilities Superintendent, track completion of the District's Preventive and Corrective Maintenance work orders and provide reports as requested. As necessary, assist other departments or personnel with Capital Improvement Projects and other Water and Sewer related projects and issues.
- Provide backup to the Utilities Superintendent in his/her absence and as necessary.
- Assist other departments as requested by the Utilities Superintendent.
- As needed, assist other staff and/or perform other tasks within the Utilities Department.
- Perform all other duties as assigned.

EMPLOYMENT STANDARDS

1. Knowledge of:

- Standard and accepted methods, tools and equipment utilized in the maintenance and repair of water distribution and wastewater collection underground systems or drinking water and wastewater pumping systems, depending upon area of assignment.
- Standard and accepted operation and routine maintenance of motorized vehicles and power equipment utilized in the maintenance, repair and monitoring of water distribution and wastewater collection underground systems or drinking water and wastewater pumping systems, depending upon area of assignment.
- District operations, policies and procedures as they relate to assigned duties; standard and accepted operations, and maintenance practices of the District's water distribution and wastewater collection underground systems or drinking water and wastewater pumping facilities and systems.
- Applicable surface water treatment and distribution regulations.
- Standard and accepted safety procedures applicable to a variety of maintenance and repair practices.
- Basic principles and practices of lead supervision, work oversight and skills training.
- Modern office practices, methods and computer equipment.
- Safe work practices.
- Principles and practices of customer service.

2. Ability to:

- Oversee the work of subordinates and handle public contacts and other situations with tact and judgment.
- On a continuous basis, know and understand maintenance activities and observe safety rules. Intermittently, analyze problem equipment; identify safety hazards; locate equipment; interpret work orders; remember how to operate equipment; and explain jobs to other employees.
- Intermittently, sit while driving a piece of equipment; stand and walk while performing maintenance activities; bend and twist to adjust equipment; kneel and squat to review work; climb ladders to 15 feet or climb up onto heavy equipment to begin operations; perform simple and power grasping, pushing, pulling and fine manipulations; and lift or carry weight of 75 pounds or less.
- Understand, interpret and carry out a variety of oral and written instructions in positive, independent and successful manner.

- Operate and maintain a variety of motorized power equipment utilized in the maintenance, repair and operation of the District's water distribution and wastewater collection underground systems or drinking water and wastewater pumping systems.
- Operate a variety of hand-powered maintenance equipment in a safe and effective manner.
- Establish and maintain routine records and logs and prepare a variety of administrative documentation, forms and reports.
- Arrange for tools, equipment, and materials to perform work, and produce and keep accurate work and equipment records.
- Solve problems, resolve conflicts and perform successfully in a changing work environment
- Perform assigned duties to include heavy and continuous physical labor in a safe and effective manner for self and others.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment including computers and applicable software.
- Establish, maintain and foster positive working relationships with those contacted in the course of work.

EDUCATION AND TRAINING REQUIREMENTS

1. Education and Experience Requirements:

Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to the completion of the twelfth grade.

Experience: Five (5) years of progressively responsible experience performing journey level work in wastewater collection and/or water distribution comparable to that of a Utilities Operations Specialist III with the District, with an emphasis on area of assignment.

2. Certification & Licensing Requirements:

- Possession of appropriate and valid driver's license and driving record that complies with District policy is required. Must obtain Class A or B Commercial Driver's License or equivalent within six (6) months of appointment.
- Possession of a valid T2 Water Treatment Plant Operator Certificate issued by the California State Department of Public Health.
- Possession of a valid D2 Water Distribution Operator Certificate issued by the California State Department of Public Health.
- Possession of a valid Grade III Collection System Maintenance Certificate issued by the California Water Environment Association. Must obtain certificate within eighteen (18) months of appointment.

In addition, when assigned to Pump Stations:

- Possession of a valid Grade III PM Mechanical Technologist Certificate issued by the California Water Environment Association. Must obtain certificate within eighteen (18) months of appointment.

WORKING CONDITIONS

Work is primarily performed in an outdoor field environment, with exposure to hot and cold temperatures, inclement weather, solvents and chemicals, and excessive noise. Work may also be performed in confined spaces or at heights up to 40 feet. (See detailed Job Analysis for a more complete list of physical and mental requirements.)

Reviewed by: 

Date: 01/30/2015

Classified by: 

Date: 01/15/2015

Approved by: 

Date: 01/15/2015