

Heber Public Utility District

Job Description

Title: Water/Wastewater Lead Operator

Department: Water/Wastewater

Salary: \$35.65 to \$36.72 hourly

JOB DESCRIPTION:

The Lead Operator will provide professional guidance and direction in the operation and maintenance of the water treatment plant, distribution system, sewer collection system, and wastewater treatment plant.

REPORTING RELATIONSHIPS:

The Lead Operator reports directly to the Chief Operator or General Manager. This position provides direct supervision and general direction to the water, wastewater, distribution, and sewer collection crews.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

The Lead Operator is responsible for the overall performance and regulatory compliance of all waterworks operations. Additional duties include assisting management in implementing the backflow & cross-connection prevention program, pretreatment facility inspection program, and sanitary sewer overflow/spill response plans.

Administrative duties consist of assisting management in preparing departmental goals and objectives, as well as developing and maintaining training and safety programs and having knowledge in pre-treatment. Conduct routine employee evaluations and address personnel issues. Work with planning and building officials, and private developers in the expansion of the District. Assist the General Manager in developing departmental budgets and managing annual expenditures.

The aforementioned duties and responsibilities are provided as examples of the type of work to be performed by the individual assigned to this position. The District reserves the right to add, modify, change, or rescind work assignments as needed.

REQUIRED QUALIFICATIONS

EDUCATION:

Must possess a High School Diploma or equivalent. In addition, completion of college courses in water treatment and distribution and wastewater collection and treatment, and/or other specialized training as required.

LICENSES & CERTIFICATES:

- Must possess, upon date of hire, the following certification or
- Water Treatment Plant Operator Grade T3
- Wastewater Treatment Plant Operator Grade 2
- Water Distribution Operator Grade D2
- Certification in Backflow and Cross Connection (Not required, but recommended)
- California Class C Driver's License

Certifications must be valid and in good standing with state regulatory agencies. Certification in the areas indicated is a condition of employment and must be maintained. If necessary, applicants with certification one grade below those listed may be accepted at minimum, with the understanding that listed certifications must be obtained within eighteen months of appointment.

EXPERIENCE:

A minimum of six (4) years of progressively responsible experience in water plant operations, distribution system, sewer collection, and wastewater plant management is required. Additional years of experience can be substituted for the required education on a year for year basis.

SPECIAL SKILLS:

Applicants must be knowledgeable in waterworks plumbing and mechanical trades, including pipefitting and fabrication. Should be knowledgeable, and have experience with Environmental Protection Agency (EPA), United States Department of Agriculture (USDA) and North American Development Bank (NADBank).

In addition, must possess the ability to work with computers and use office software such as SCADA, Microsoft Excel, Word, Outlook, and PowerPoint, in order to complete reports, write letters, create spreadsheets, send electronic correspondence, make presentations, etc. Must have the ability to use computers with internet access.