



City of Greenfield

Utilities Shift Operator

7.7.16

DEFINITION:

Under Direct and general, learns to perform and performs the full array of duties assigned to classes in the Utilities System Operator series, including skilled and semi-skilled work in assisting with maintenance, repair, and monitoring of the City's water and wastewater plant operations, distribution, and sewer collection; performs related work as required.

CLASS CHARACTERISTICS:

This is the entre level class in the Utilities System Operator series that allows the operator to develop journey level knowledge and abilities. Initially, under immediate supervision, operator performs the more routine and less complex assignments within an established procedural framework where there are minimal consequences of error, including system maintenance and repair and customer service work. The Utilities System Operator may advance to the next level after gaining experience, obtaining required certifications, and demonstrating a level of proficiency that meets the qualifications of the Utilities System Shift Supervisor.

The Water Distribution Operator Grade 2 certificate and a Wastewater Treatment Plant Operator Grade 1 certificate issued by State Water Resources Control Board (SWRCB) are required for the Utility System Operator. This class is distinguished from the Utility System Shift Operator classification in that the latter is a Supervisor class responsible for job planning and providing on-site work direction to staff.

SUPERVISION RECEIVED AND EXERCISED:

Receives close supervision from the Utilities System Supervisor. Technical and functional supervision may be provided by The Utility Manager. No direct supervision is exercised.

SAMPLE OF DUTIES:

The information listed below are duties and responsibilities for position in this classification. This list is neither inclusive nor exclusive, but indicative of several types of duties performed.

1. In the learning capacity, participates in the operation and periodic maintenance of variety of wastewater treatment equipment.
2. Following an established schedule.
3. Learn basic operation of the Supervisory Control and Data Acquisition (SCADA) computer system.



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4. Follows safe work methods and safety precautions related to work.
5. Learns to washes and cleans bar screen, clarifiers, and other equipment as required.
6. Cleans, paints and maintenance lift stations and grounds.
7. Learns to operate various size of power-driven equipment.
8. Assist with the removal and replacement of equipment.
9. Learns to maintain wastewater disposal spray field/ponds using heavy equipment.
10. Learns to clean wastewater collection lines.
11. Perform related duties as assigned.
12. Turns on and off water service connection, notifies customers of water shutdowns.
13. Learns to reads water meters on a scheduled basis and records reading on automatic system for billing purposes.
14. Assists installs, connects, relocates, and replaces service lines, valves, pumps, meter boxes, and fire hydrants; cuts and fits pipes and makes taps.
15. Exercises valves by hand or with hydraulic equipment; marks valves to indicate direction of opening and number of turns to open.
16. Participates in digging, widening and backfilling trenches and other excavations.
17. Uses general carpentry and mechanical hand tools
18. Learns to Operates equipment such as air compressors, pneumatic hammers, concrete saws, pipe cutters, sprayers, compactors, and related equipment.
19. Learns to takes a variety of pressure and flow readings

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing up to 50 is also required. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, hot and cold. The incumbent may use chemicals which may expose the employee to fumes, dust and air contaminants, and be exposed to mechanical and electrical hazards.



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QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

High School diploma/GED and Construction and maintenance experience sufficient to provide the knowledge and skills and abilities necessary for Utility System Operator.

Ability to: Speak and hear clearly and precisely on the telephone, on the radio, and or in person while communicating with the public. Understand and follow oral and written instructions;

License/Certificate:

Must possess a valid California class C driver's license and have a driving record acceptable with the City's carrier.

- Possession of a Wastewater Treatment Plant Operator in Training Certificate issued by the State Water Resources Control Board within 60 days of employment; Ability to obtain a Grade I Wastewater Treatment Plant Operator Certificate issued by SWRCB within 12 month of date of hire.
- Possession of, Water Distribution Operator, Grade D2 certificate issued by the State Water Resources Control Board within 24 months of date of hire.
- Possession of Certificate of Completion in the Operation and Maintenance of Wastewater Collection Systems Volume I, issued by California State University Sacramento within 24 months of date of hire.
- Class A driver's license preferred

REQUIRED KNOWLEDGE:

1. Methods, tools, equipment and procedures related to a wastewater collection system;
2. Operation, maintenance and emergency repair of pumps, motors, pressure regulators,
3. Maintenance and repair of water distribution system;
4. Operational characteristics of standard construction and maintenance tools and equipment;
5. Safety requirements for the operation of trucks, construction vehicles and other equipment;
6. Applicable federal, state and local laws, codes and regulations;
7. Basic principles of mathematics and record keeping.



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SKILLS AND ABILITIES

1. Make mathematical calculations of moderate difficulty.
2. Understand, interpret and apply City policies to field situations.
3. Operate a personal computer.
4. Understand and carry out written and oral instructions. Communicate effectively, both orally and in writing.
5. Establish and maintain effective working relationships with those contacted in the course of the work.

QUALITIES OF A SUCCESSFUL UTILITY SYSTEM OPERATOR:

1. Trustworthy; strong personal integrity
2. Demonstrates strong level of accountability and ownership
3. Collaborative/Team oriented
4. Emotional Maturity
5. Exhibits professionalism with internal and external customers
6. Organized with strong attention to detail and time management skills
7. High degree of initiative; self-starter

ENVIRONMENTAL ELEMENTS

Employees work primarily indoors and are exposed to loud noise levels, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Will be required to work on weekends and holidays; and Participates in after-hours emergency response and on-call assignments.