



City of Greenfield

Public Works Utilities System Shift Supervisor

Effective: 07.07.2016

DEFINITION:

The fundamental reason for the existence of this classification is to plan, supervise, and direct wastewater collection, water distribution, water services, maintenance of public health standards and the maintenance, repair, modification, and installation of water meters, water and wastewater lines and associated systems, 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 first-line supervisory class in the Utilities System Operation Series. Utilities System Shift Operator is designated as a Shift Operator per State Water Resources Control Board (SWRCB) and is responsible for the field supervision of crews providing the operations and maintenance of the City's Wastewater Collection System, Potable Water Distribution, Metering System, and the Wastewater System. Incumbents in this class also provide field, office, and customer service support to the Greenfield Utilities Division and the City.

Utilities System Shift Operator is responsible for Public Health and Safety along with Environmental Protection for all aspects dealing with the Water Distribution, Wastewater and Wastewater Collection systems.

SUPERVISION RECEIVED AND EXERCISED:

General supervision is provided by Utilities Manager. Duties include direct supervision of Utilities operations. This class may provide indirect supervision to incumbents of the Public Works Maintenance class.

SAMPLE OF DUTIES:

This information listed are duties and responsibilities for position in this classification.

The following duties are considered essential for this job classification:

- Supervise, direct, plan, schedule, and assign the work of operators;
- Manage customer service as it pertains to the Water Distribution and Wastewater Collection systems;
- Maintain a variety of records and prepare reports to document and evaluate performance;
- Exhibit basic computer skills and comprehend basic computer programs;



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- Implement, maintain and review preventative and corrective maintenance programs;
- Ensure a safe work environment through enforcing and training operators in safe work techniques, policies, and the proper use of equipment and materials;
- Train, evaluate and discipline assigned staff;
- Determine and recommend equipment, materials, staffing, and safety devices/equipment for assigned maintenance projects;
- Inspect and evaluate work in progress and upon completion;
- Responds to calls for emergency service;
- Effectively resolve complaints from the public regarding maintenance work, projects, and/or staff activities;
- Enforce provisions of the appropriate Memorandum of Understanding, the Personnel Rules and Reg.
- Performing minor maintenance work on pumps and equipment as required

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.

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 Utilities System Shift 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.



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- Possession of a Grade I Wastewater Treatment Plant Operator Certificate issued by The State Water Resources Control Board.
- Possession of, Water Distribution Operator, Grade D2 certificate issued by the State Water Resources Control Board.
- Possession of, Water Treatment Operator, Grade T1 certificate issued by the State Water Resources Control Board.
- Possession of Certificate of Completion in the Operation and Maintenance of Wastewater Collection Systems Volume I & II issued by California State University Sacramento.
- Possession of a Class B driver's license.

REQUIRED KNOWLEDGE AND ABILITIES:

Knowledge of

- Methods, tools, equipment and procedures related to a wastewater collection system.
- Operation, maintenance and emergency repair of pumps, motors, pressure regulators.
- Maintenance and repair of water distribution system.
- Statewide General Discharge Requirements for Sanitary Sewer and the City's Sewer Management Plan (SSMP).
- Backflow and Cross Connection Control System.
- Operational characteristics of standard construction and maintenance tools and equipment.
- State Traffic Control Manual,
- Confined space entry procedures;
- Safety requirements for operation of trucks, Construction vehicles and other equipment;
- Applicable federal, state and local laws, codes and regulations;
- Methods and techniques of scheduling work assignments;
- Basic principles of mathematics and record keeping;

Skills / Abilities

- Make mathematical calculations of moderate difficulty.
- Understand, interpret and apply City policies to field situations.



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- Analyze water conservation problems, identify alternatives and recommend solutions.
- Operate a personal computer.
- Understand and carry out written and oral instructions. Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of the work.

QUALITIES OF A SUCCESSFUL UTILITY SYSTEM OPERATOR:

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

ENVIRONMENTAL ELEMENTS

Employees work primarily outdoors 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