

SAN BERNARDINO MUNICIPAL WATER DEPARTMENT CLASSIFICATION SPECIFICATION

TITLE: WATER UTILITY WATER TREATMENT OPERATOR LEADPERSON

DATE: 11/21/06

FLSA STATUS: Non-Exempt

JOB CODE: 21793

UNIT REPRESENTATION: General

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DUTIES SUMMARY

Under the general supervision of the Water Utility Water Treatment Supervisor, to lead, guide and participate fully in the work of an assigned crew engaged in water production and treatment, personally performing the more difficult work of the crew; train, instruct and correct work of assigned crew members in the performance of specific tasks.

DISTINGUISHING CHARACTERISTICS

The class of water and Treatment Operator Leadperson is the senior level in the water and treatment series. Supervision is received from a Water Treatment Supervisor. This classification directs the daily activities of subordinate water treatment operator personnel.

EXAMPLES OF DUTIES

The following duties are typical essential duties for positions in this classification. Any single position may not perform all of these duties and/or may perform similar related duties not listed here:

- Provides courteous and expeditious customer service to the general public and City Department staff;
- Routinely adheres to and maintains a positive attitude towards City and department goals;
- Guides, checks, monitors, inspects and reports on the work of a crew engaged in monitoring and controlling water production and treatment;
- Trains others and collects water levels and production information by monitoring the flow at various points in the system either by computer Supervisory Control and Data Acquisition (SCADA) or on site;
- Inspects, assigns work, and maintains plants, reservoirs and pumping facilities to State Health Standards;
- Instructs crew members ensuring that work is acceptable and safety methods are practiced;
- Schedules daily inspections rounds for crews;
- Spot checks recordings taken by crew;

- Delivers and replaces chlorine cylinders;
- Makes minor repairs to pump and equipment; inspects, monitors, makes adjustments, and controls various water production and treatment equipment;
- Drives Department trucks in the course of daily duties;
- Assist others in the maintenance of production and treatment equipment;
- Operates hand and portable power tools when necessary;
- Ensures proper ventilation when working in enclosed spaces;
- Required to wear respiratory protective equipment to include Self Contained Breathing Apparatus (SCBA);
- Acts in accordance with regulations of the Occupational Safety and Health Administration;
- Requisitions supplies and parts;
- Keeps labor and material records;
- Performs related work as required.

QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

- Mathematics applicable to Water Treatment; methods, equipment, materials, and procedures used in operation and maintenance of pumps, motors, generators, pressure and regulating devices;
- Computer operating systems and SCADA Systems;
- Methods of water distribution and treatment procedures;
- Chlorination, water purification, and testing procedures;
- Appropriate safety precautions and procedures.

Ability to:

- Maintain a driving record which meets Vehicle Code Standards and is acceptable to the Department and its insurance carrier;
- Maintain accurate records, preparing clear and concise reports;
- Exercise judgment in determining necessary water production levels;
- Inspect motors, pumps, and treatment equipment;
- Make adjustments to complex equipment in response to water supply and demand;

- Understand, operate, and train others on the use of SCADA Systems;
- Read and write at a level sufficient for job success;
- Operate a vehicle observing legal and defensive driving practices in transporting hazardous materials;
- Be physically capable of entering permit required confined spaces and wearing Self Contained Breathing Apparatus (SCBA) equipment;
- Operate an atmospheric tester for entry into confined spaces;
- Wear protective respiratory equipment to include SCBA and personal escape respirator;
- Adhere to and comply with safety standards and the proper use of safety equipment and train others in the use of such equipment;
- Work in a variety of environmental conditions;
- Routinely enter subsurface water works structures to operate and maintain water production equipment;
- Routinely climb ladders and stairs;
- Understand and carry out oral and written instructions;
- Establish and maintain effective relationships with those contacted in the course of work;
- See in the normal vision range with or without correction;
- Hear in the normal audio range with or without correction;
- Lift up to 50 pounds in normal duties;
- Work under moderate or high stress conditions;

MINIMUM QUALIFICATIONS

Education: Graduation from high school or GED equivalent,

And

Experience: Two years of progressively responsible experience with a water utility organization in water treatment and production.

And

Certificates: Must have and maintain a State of California Department of Health Services (DHS) Water Treatment Operator Grade 2 Certificate and a State of California Department of Health Services (DHS) Water Distribution Operator Grade 1 certificate. Must submit a copy of the required DHS Water Treatment Operator Grade 2 certification and DHS Water Distribution Operator Grade 1 certification at time of application.

And

Possession of a valid California Class "C" driver's license required upon application.
Possession of a valid California Class "C" commercial driver's license with a hazardous

materials endorsement and a valid Medical Examiner's Certificate appropriate for the equipment to be operated is required six months after appointment. Note: For out-of-state applicants, a valid driver's license is required and a valid California Class "C" driver's license must be obtained within ten days of appointment (CA Vehicle Code 12505C), a valid California Class "C" commercial driver's license with a hazardous materials endorsement and a valid Medical Examiner's Certificate appropriate for the equipment to be operated is required six months after appointment.

NECESSARY SPECIAL REQUIREMENTS

Must be clean shaven or trimmed facial hair in order to properly use personal respirators and SCBA equipment. Must pass a respirator medical exam and be physically able to wear SCBA equipment. Must be able to work in enclosed spaces while wearing protective clothing under extreme temperatures and hazardous environment.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

There is frequent need to stand, sit, stoop, walk, and perform other similar actions during the course of the workday. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

Must be able to see in the normal visual range with or without correction with vision sufficient to read small print, computer screens and other printed documents. Must be able to hear in the normal audio range with or without correction. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

CAREER LADDER

From: Water Treatment Operator Leadperson

To: Water Treatment Supervisor

Job Description:

BOWC Approved (title change from Water Prod and Treatment Operator Leadperson): 10/20/1998
Rev. Appr: 12/4/2001
9/19/2006
11/21/2006

Testing Standards: CS App Review/CS Supp Questionnaire Review/CS Oral Board
CSB Approved:

6/14/1988