



Water Distribution Lead Operator

SALARY: \$7,500 - \$9,500 Month

CLOSING DATE: July 21, 2023

APPLY: <https://www.eocwd.com/employment-op>

General Purpose

Under general supervision, in a lead capacity, assigns, supervises, and performs operations, maintenance, and repair tasks to maintain District assets. The lead operator participates fully in assigned work ensuring efficiency, planning, and effective coordination of work while adhering to District standards. The Water Distribution Lead Operator is responsible for supervising two full-time employees but may occasionally supervise up to five full-time employees on larger projects. Additionally, the Lead Operator will personally perform the more difficult work of the crew and be able to: safely and effectively operate heavy equipment (backhoe, skid steer, forklift, and crane truck) as well as train, instruct and correct the work of assigned crew members in the performance of specific tasks.

Distinguishing Characteristics

This is a technical-level lead position that performs the most complex duties required to ensure that District infrastructure, systems, and facilities are maintained in a safe and effective working condition and provide the highest level of safety for public use. This position works in a lead capacity to monitor daily work product and guide other employees in daily work tasks. Incumbents are expected to have excellent communication skills and use sound and independent judgement in carrying out job assignments.

Essential Duties and Responsibilities

The duties and responsibilities listed below are intended to provide a representative list of the various types of work that may be performed:

- Provides courteous and expeditious service to customers.
- Coordinates and assists with the planning, scheduling and maintenance of the water systems.
- Develops, maintains and tracks action lists in specific area assigned.
- Assists in ordering needed materials and supplies.
- Installs, maintains, inspects, troubleshoots and repairs distribution system, including installation and repair of mainlines, service laterals, isolation valves, control valves, fire hydrants, air vacs, and water meter/meter boxes.
- Conducts rounds of reservoir/pump station/wells.
- Implements various preventative maintenance programs.
- Effectively and knowledgeably operates telemetry system.
- Reads water meters and provides outstanding customer service.
- Completes various service requests in a timely manner.
- Oversees the collection of as well as performs compliance water sampling.
- Assigns routine work and ensures that projects are completed in a timely manner.

- Guides, checks, monitors, inspects assigned work and provides written and verbal progress reports to Operations Manager.
- Trains, instructs, and corrects the work of crew members, ensuring that acceptable work and safety methods are practiced.
- Leads and performs repair and construction of various projects including select capital improvement projects.
- Ensures proper use of safety equipment.
- Ensures that vehicle and equipment maintenance is performed routinely and documented.
- Operates District vehicles and equipment including backhoe, skid steer, dump truck, forklift and truck mounted crane.
- Uses hand and portable power tools; cleans and maintains tools; maintains inventory of special tools;
- Forms, pours, and finishes concrete.
- Lays, tamps, spreads and rolls asphalt.
- Paints surfaces, sometimes using specialized coating and epoxies.
- Conducts and participates in weekly safety meetings.
- Performs standby/call-out duty rotation.
- Supports sewer department as needed.
- Performs other related duties as assigned.

Physical Activities

- Must be able to carry, push, pull, reach, and lift equipment and parts weighing up to 90 lbs.
- Stops, kneels, crouches, crawls, and climbs during field maintenance and repair work.
- Works in an environment with exposure to dust, dirt, and significant temperature changes between cold and heat.
- Uses office equipment such as computer terminals, copiers, and FAX machines.
- Stands and walks for extended time periods.

Qualifications

Three or more years of full-time, equivalent paid experience performing a variety of heavy manual, semi-skilled and skilled work in the installation, maintenance, operation, repair and testing of a water distribution system, equipment and components; advanced skills in operating construction equipment (backhoe, skid steer, forklift, crane truck) in connection with a water distribution system including one year working in a lead or supervisory capacity.

***Required Certification/License at time of employment:**

- Water Distribution Grade III (D3) certification issued by the California State Water Resources Control Board (SWRCB).
- Water Treatment Grade II (T2) issued by the California State Water Resources Control Board (SWRCB).
- Valid motor vehicle operator's license – class C.

****Required Certification/License at end of probation (6 month) period:**

- Collections System Maintenance Grade I (CWEA 1) issued by the California Water Environment Association or ability to obtain before passing probation.
- Class B Commercial Driver's License with tanker and hazmat endorsement required before

passing probation (6 months).

***Required documents must be submitted with the application at time of filing. Proof documentation submitted must contain the applicant's name or other identifying characteristic on the form.**

****Required Certification/License at end of probation period is subject to change at the discretion of the General Manager.**

Willingness and ability to work overtime and perform on-call shifts during off hours, weekends, and holidays. **Candidates Must be able to respond within 30 minutes of notification.**

Knowledge, Skills, Abilities:

- Ability to lead and direct the work of others.
- Ability to read construction drawings, blueprints, plans, and maps of water distribution and/or sewer collection systems.
- Ability to respond within 30 minutes to emergency call-outs outside of normal business hours.
- Knowledge of and ability to apply occupational hazards and safety regulations, policies and procedures to enforce a safe work environment.
- Ability to analyze complex operational and administrative problems, evaluate alternatives and recommend or implement effective courses of action.
- Ability to communicate clearly, tactfully, and effectively with the public to resolve complaints.
- Ability to establish and maintain effective working relationships with supervisors, subordinates, contractors, and representatives of other public agencies to accomplish set goals and objectives for the District.
- Knowledge of supervision, methods, materials, fittings, tools and equipment used in the installation, maintenance, and repair of water distribution.
- Ability to competently operate and use heavy equipment and power tools.
- Knowledge in proper installation of shoring, traffic control and safety procedures including working in confined spaces.
- Knowledge of principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Ability to organize and prioritize a variety of projects and multiple tasks in an effective and timely manner - organize own work, set priorities, and meet critical time deadlines and goals / objectives.
- Ability to effectively use written, electronic and verbal communications to interact with all levels of office/field employees, management, customers and vendors.
- Ability to use a computer to enter and retrieve data including, but not limited to, work order management system, Outlook, Excel, Word, PowerPoint, and Adobe Acrobat.
- Knowledge of and ability to evaluate / apply federal, state, and local laws in addition to Department personnel rules and policies.