



July 2020  
FLSA: NON-EXEMPT

## WASTEWATER COLLECTION LEAD OPERATOR

### **DEFINITION**

Under general supervision provides work direction and review to maintenance workers; may set priorities and direct the work of lower level staff on a project or day-to-day basis in the absence of the Wastewater Operations Manager; performs routine to complex work in the installation, repair and maintenance of the District's wastewater collection system; and performs related work as assigned.

The Wastewater Collections Lead Operator is responsible for assisting with safety and compliance with all requirements of Federal, State and local laws including California State Water Resources Control Board (SWRCB), the California Division of Occupational Safety and Health (Cal/OSHA), the Southern California Air Quality Management District (SCAQMD) and performs other related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Reports to and receives general supervision and direction from the Wastewater Operations Manager and/or District General Manager. Exercises lead direction over Wastewater Collections Operator 1, 2 and 3 positions.

### **CLASS CHARACTERISTICS**

This is the advanced journey-level in the maintenance series that performs 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. Responsibilities include inspecting and attending to assigned areas in a timely manner, and performing a wide variety of tasks in the maintenance and repair of assigned facilities and systems. This class is distinguished from the Operations Manager in that the latter is the full supervisory-level class in the series responsible for managing, organizing, assigning, supervising and reviewing the work of assigned staff involved in maintenance operations.

### **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- May provide technical and functional direction to lower level maintenance staff and/or reviews and controls the quality of work in the absence of the Operations Manager; participates in performing routine maintenance and repair work.
- Plans, schedules, prioritizes and assigns maintenance and repair work in consultation with the Operations Manager; communicates status of repairs to appropriate personnel, working

cooperatively to schedule repairs in accordance with established and special operational priorities; may need to instruct staff in work procedures.

- Trains employees in work methods, use of tools and equipment, and relevant safety precautions.
- Assists in developing work plans, procedures, and schedules, and coordinates personnel, equipment and other resources needed to complete day-to-day work.
- Requests supplies and equipment for work projects; maintains records of purchase orders; may assist in developing budget figures for division.
- Ensures that safe work methods are being used and makes appropriate use of related safety equipment as required.
- Performs a variety of complex and skilled work to inspect, maintain and repair valves, meters, water distribution pipelines and related appurtenances; to inspect and test lines in the collection system visually or using smoke or dye testing and/or television devices.
- Maintains the District's wastewater collection system in a safe and sanitary manner to ensure safe conditions for the District, including repairing broken wastewater mains and parts, hydro-jet cleaning and CCTV inspection to ensure clean and open distribution.
- Administers and plans for the successful performance of the District CCTV inspection, cleaning, smoke testing and maintenance of the District's Wastewater Collection System.
- Maintains light, medium, and heavy-duty equipment and trucks appropriate to the functional area of assignment.
- Operates a variety of hand and power tools and equipment related to work assignment as instructed.
- Installs street barricades and cones, and controls traffic around work sites to ensure safe conditions for the general public and District workers.
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions.
- Answers inquiries from citizens regarding work performed; maintains accurate records of work performed.
- Maintains the Job-Cal Computerized Maintenance Management Software (CMMS).
- Operation of video inspection equipment and software using Pipeline Assessment Certification Program (PACP) for pipeline defect identification and assessment.
- May assist other maintenance crews in emergency or relief situations.
- Performs confined space entry and rescue operations.
- Responds to after-hours emergencies.
- Performs on call duties as needed and/or assigned.
- Order supplies and materials & prepares cost estimates.
- Prepares Purchase Requisitions.
- Assists when needed and cross trains in the water division.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Basic principles of supervision and training.

- Maintenance principles, practices, tools and materials for maintaining and repairing wastewater collection systems, including gravity and pressurized wastewater lines, manholes, wastewater cleanouts and pump systems, and other related facilities and equipment.
- The operation and minor maintenance of a variety of hand and power tools, vehicles and power equipment.
- Traffic control procedures and traffic sign regulations.
- Shop arithmetic.
- Safety equipment and practices related to the work, including the handling of hazardous chemicals.
- Safe driving rules and practices.
- Basic computer software related to work.
- English usage, spelling, vocabulary, grammar and punctuation.
- Techniques for providing a high level of customer service to public and District staff, in person and over the telephone.
- Video inspection, hydro jet cleaning, smoke testing of wastewater collection systems.
- Familiarity with Computerized Maintenance Management Software.
- Pipeline Assessment Certification Program (PACP) for pipeline defect identification and assessment.

**Ability to:**

- Operate and maintain a wastewater collection system.
- Operate a variety of computer software and hardware systems.
- Perform maintenance of wastewater facility machinery.
- Plan, schedule, assign, and oversee activities of wastewater collection system maintenance and repair personnel.
- Inspect the work of others and maintain established quality control standards.
- Train others in proper and safe work procedures.
- Identify and implement effective course of action to complete assigned work.
- Oversee and participate in maintenance and other related projects.
- Perform construction, modification, maintenance and repair work on wastewater collection systems, facilities and equipment such as found in the District.
- Operate specialized maintenance and repair equipment related to wastewater line cleaning.
- Set up and operate traffic area construction zones, including cones, barricades and flagging.
- Locate underground utilities by use of maps and electronic locating equipment in accordance with Underground Service Alert (USA) regulations.
- Troubleshoot maintenance problems and determine materials and supplies required for repair.
- Make accurate arithmetic calculations.
- Read and interpret construction drawings and specifications.
- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and equipment required for the work.
- Perform routine equipment maintenance.
- Maintain accurate logs, records and basic written records of work performed.
- Follow department policies and procedures related to assigned duties.

- Understand and follow oral and written instructions.
- Organize own work, set priorities and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone and in writing.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

**Education and Experience:**

*Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to the completion of the twelfth (12<sup>th</sup>) grade and three (3) years of increasingly responsible experience in the maintenance and repair of underground utilities or general construction.

**Required License(s)/Certifications:**

- Valid California class C driver's license with satisfactory driving record.
- Possession at time of hire is **preferred** for the Grade 3 Wastewater Collections System Maintenance Certificate, Grade 2 Mechanical Technologist Certificate and Grade 1 Electrical/Instrumentation Certificate. Consideration may be given if the applicant can acquire the required certifications within 24 months of the date of hire.
- Possession of a current California Water Environment Association Grade 3 Wastewater Collections System Maintenance Certificate.
- Possession of a current California Water Environment Association Grade 2 Mechanical Technologist Certificate.
- Possession of a current California Water Environment Association Grade 1 Electrical/Instrumentation Certificate.

**PHYSICAL DEMANDS**

Must possess mobility to work in the field; strength, stamina and mobility to perform medium to heavy physical work, to work in confined spaces, around machines and to climb and descend ladders, and operate varied hand and power tools and construction equipment; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 75 pounds and heavier weights with the use of proper equipment.

## **ENVIRONMENTAL ELEMENTS**

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with other staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

## **WORKING CONDITIONS**

- Must be willing to work weekends, holidays, and off-hour shifts and must live within 30 minutes of the District for emergency on-call response.
- May be required to be on-call outside of normally scheduled work hours and available for dispatch to emergencies during those periods.
- Working conditions may be extremely hazardous.