

# Olivehurst Public Utility District



## Agenda Item Staff Report

**Meeting Date: September 17, 2020**

**Item description/summary: Utility Operator I position**

The Utility Worker/Operator position descriptions were set up as a progressive path for employees based on work experience and certifications. We would like to open a Utility Operator I position for the Water Department. This position would require a Grade I Treatment Operator certification.

### **Fiscal Analysis:**

This is already a budgeted position.

### **Sample Motion/Staff Recommendation:**

Consider authorizing opening another Utility Operator I position and then filling said position via District policies – D/A

Prepared by:

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**OLIVEHURST PUBLIC UTILITY DISTRICT**  
**UTILITY OPERATOR I**

**DEFINITION**

Under general supervision, this is an entry-level position, which performs activities related to the operation and maintenance of water and wastewater systems. This position performs a full range of tasks and works under direction within a framework of established procedures. At this level, incumbents work with only occasional instruction or assistance.

**EXAMPLE OF DUTIES**

- Operate and maintain water distribution and treatment facilities.
- Operate and maintain wastewater collection, treatment, and disposal facilities.
- Perform assigned rounds inspecting, monitoring and documenting plant and system operations by reading equipment gauges, dials, graphs and other instrumentation.
- Operate and adjust pumps, motors, feeders, and other specialized equipment to maintain appropriate plant and system operations.
- Maintain, compile and update operations logs and reports; perform and record mathematical calculations related to operational activities.
- Assignments may include technical and/or functional supervision regarding water and wastewater system operations to other positions as appropriate.
- Collect product and waste stream samples and perform a variety of routine water and wastewater process laboratory tests; record, monitor, and interpret results; adjust plant operations accordingly.
- Maintain accurate records and documentation of plant activities; compile data and prepare reports.
- Collecting samples for monthly and quarterly State reports.
- Inspection tanks, pumps, equipment and connections into District water and wastewater systems.
- Perform basic maintenance on pumps, electrical and plumbing repair.
- Meet and respond to the public regarding water and wastewater issues.

**DESIRABLE QUALIFICATIONS**

Knowledge of:

- The principles of water treatment plant operations and maintenance and wastewater treatment plant operations and maintenance; operating principles of valves, pumps, motors,

motor control panels, and other plant equipment.

- Basic laboratory tests for water, wastewater and sludge analyses.
- Safety and hazards associated with water treatment and wastewater treatment including confined space entry and chemical hazards.
- Regulatory requirements, e.g. Title 40, Code of Federal Regulations, Title 23, California Code of Regulations.
- The principles, practices, and regulations related to water treatment plant operations and maintenance.

Skill in:

- Recognize, prioritize, and accomplish needed tasks.
- Respond quickly and effectively in difficult situations.
- Effectively work with other employees; problems or concerns.

Ability to:

- Work any shift, holidays, and weekends. Willingness to work overtime.
- Carry out policies of the District.
- Keep abreast of new and changing technology relevant to this position.
- Use initiative and independent judgment.
- Stay abreast of new products and procedures.
- Use a personal computer and job-related software applications.
- Basic laboratory tests for water analyses.
- Operate Supervisor Control And Data Acquisition (SCADA), computer equipment to control and monitor flow of water treatment and processing chemicals through the treatment plant and water distribution system; monitor gauges and meters and record meter readings.
- Assists with the reviews of Supervisor Control And Data Acquisition (SCADA), process control computer alarms and reports at the Wastewater Treatment Facility.
- Maintain process controls to comply with NPDES standards.

## **JOB QUALIFICATION REQUIREMENTS**

Minimum requirements:

- High School diploma or equivalent.
- Possession of State of California Grade I Wastewater Certificate or Water Treatment Operator I Certificate
- Possession of valid Class C California Drivers License.
- Must be insurable by District's auto liability insurer.

## **SPECIAL REQUIREMENTS**

Essential Duties require the following physical skills and work requirements: Working conditions in the field are subject to variations in temperature, and may include wind, rain, and other elements. Requires the ability to differentiate colors, shapes, textures, odors; the ability to maintain mental capacity, which allows the capability of exercising sound judgment and rational thinking under varied circumstances; the ability to see; the ability to communicate orally; requires sufficient hand/eye coordination to perform repetitive movement. Requires ability to work safely out-of-doors in all weather, lift and carry equipment alone frequently weighing up to 50 lbs. and up to 75 lbs with assistance; stand and walk for extended periods, climb, bend, and stoop, grasp and hold objects or tools with full range of motion in wrists and arms; work/traverse on slippery and uneven surfaces; hearing capacity sufficient to understand conversations. Also includes exposure to chemicals, biohazards, heights, confined spaces, weather exposure, trip/fall hazards, power tools, and animals. Requires the ability to operate a motor vehicle.

**Olivehurst Public Utility District is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the District will provide reasonable accommodation to qualified individuals with disabilities.**