



CALLEGUAS MUNICIPAL WATER DISTRICT JOB DESCRIPTION

Job Title: SENIOR OPERATOR
Department: Operations and Maintenance Department
Division: Operations and Water Quality
Reports To: Operations and Water Quality Supervisor
Position Type: Full time
FLSA Status: Non-Exempt
Revision Date: September 2021

POSITION SUMMARY

Working individually or under direct supervision, this highly skilled position tasks the incumbent with the responsibility for either the remote operation of the District's water distribution system and its associated facilities, or the operation of the District's 65-million-gallon Lake Bard Water Filtration plant. Position requires that an applicant possess California Department of Health Services Water Treatment Operator Grade 3 and Water Distribution Operator Grade 3 certificates.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge,

skill, and/or ability required for this job. Omission of specific duties do not exclude them from the position if the work is similar, related or logically assigned to this position.

Senior Operator Duties

- Operate Supervisory Control and Data Acquisition (SCADA) system to monitor and ensure efficient operation of the water distribution system including reservoir water levels, pumping plants, pressure regulating stations, hydroelectric generating stations and the water filtration plant.
- Operate the water treatment processes, which includes filtration, backwashing, ozonation and chemical feeds.
- Assist in developing, directing and coordinating the training of all operators.
- Responsible for the Maintenance Management System to include developing, tracking and coordinating the scheduling and completion of all work related to scheduled and unscheduled equipment maintenance in the water filtration plant.
- Assist in establishing the Divisions goals and objectives and implement policies and procedures.
- Plan, prioritize, assign, supervise and review the work involved in the Water Operations Division as directed by the Operations Supervisor.
- Recommend changes in monitoring programs, treatment methods and process control to improve water supply, distribution, storage and quality.
- Participate in the budget preparation by preparing cost estimates and assist the Operations Supervisor with the final budget.
- Be responsible for their own safety and the safety of coworkers by recognizing hazards and potentially hazardous situations and being aware of safe practices on the job site.
- Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This position does not include direct supervision. However, this position carries with it the expectation that employees in a training status may be assigned to a Senior Operator, who will be expected to mentor and train that individual.

QUALIFICATIONS

The Senior Operator is expected to possess the wide range of skills, talents and knowledge necessary to manage District's Water Treatment and Distribution System.

The position requires strong analytical ability, excellent interpersonal skills with strong oral and written communication skills, and the ability to perform research and make value-added conclusions. To perform this job successfully, an individual must be able to perform each essential duty in a superior way, be capable of comprehending complex processes and systems and consistently demonstrate superior personal skills and character. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience

A high school diploma or general education degree (GED) or a minimum of four years related experience and/or training or equivalent combination of education and experience is required. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Should have the ability to compute rate, ratio, and percent and to draw and interpret graphs and charts.

Competencies

- Write clear and concise internal memoranda.
- Communicate and interact effectively with peers and external personnel and establish and maintain cooperative working relationships.
- Apply common sense understanding in carrying out instructions in written, oral or diagram form and be able to solve day-to-day problems, occasionally in a stressful environment.
- Have a thorough knowledge of the District distribution and treatment systems, water hydraulics and water quality regulations.
- Compile, evaluate, diagnose and analyze complex data and information from current information and historical trends and, based on these analyses, recommend and/or take appropriate action(s).
- Demonstrate initiative, dependability and the ability to operate independently on unsupervised shifts.
- Read measurements and recording information and be able to interpret results and accordingly adjust both the water distribution and treatment systems.

EQUIPMENT TO BE USED

Radios and telephones are used to communicate. The employee may be called upon to operate the District's outboard pontoon boat. May operate a vehicle to travel to other

District facilities for inspection and water sample collection. Computer equipment is used to monitor the status and operation of the distribution and treatment processes.

PHYSICAL DEMANDS

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms and talk or hear. The employee is frequently required to sit and is occasionally required to climb stairs and ladders or balance and stoop, kneel, crouch, or crawl and to taste or smell. A Water Treatment Operator must be able to regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The employee must have the ability to be able to wear and operate a half and full-face air purifying respirator and a supplied air system.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works in the industrial environment of the water treatment plant, well fields, support structures and confined space environments, and is exposed to moving mechanical parts. The work involves the use of toxic and hazardous chemicals used in the water treatment process.

The employee is occasionally exposed to interior wet and/or humid conditions, high, precarious places, fumes or airborne particles, toxic or caustic chemicals. There is a risk of electrical shock and exposure to vibration and moving mechanical parts. The noise level in the work environment is occasionally loud. A Water Treatment Operator must be able to work rotating shifts of eight hours and twelve hours and be able to respond to a request to work on short notice. The job requires the employee to agree in writing to have an "on the job" paid meal period, i.e., the nature of the employee's work will prevent the employee from being relieved of all duty.

SPECIAL REQUIREMENTS

- Possess a current California Operators license and have a good driving record. A driving record provided by the Department of Motor Vehicles showing less than two (2) points assessed within the last 36 months and/or no serious or multiple traffic violations or accidents or failure to appear notices within the last 36 months.
- Agree to submit to and pass the District's pre-employment, post-offer medical examination including drug and alcohol screening performed by a physician chosen by the District.
- Agree to authorized background reference checking with past employers and personal references.
- Employee must possess a current State of California Department of Health Services Water Treatment Operator certification Grade 4 and a Water Distribution Operator certification Grade 3 at the time of hire or advancement. The Senior Water Treatment Operator must also possess a current Laboratory Analysis Grade 1 certificate issued by the American Water Works Association or the California Water Environmental Association.
- Lastly, the employee must be able to handle and use typical cleaning materials and analytical chemicals used in water quality testing. The operator must be able to work around chlorine and other chemicals used in the treatment of water which are classified by Title 8, California Occupational Safety and Health Regulations, Code Section 339 as extremely hazardous materials and copper sulfate which is a toxic material.

EQUAL OPPORTUNITY EMPLOYER

Calleguas Municipal Water District is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, genetic information, pregnancy, gender identification or other protected characteristic as outlined in federal, state or local laws.