



**DEPARTMENT:** Operations

---

**TITLE:** Wastewater Treatment Facility (“WWTF”) Operator Lead

**REPORTS TO:** Director of Utilities

**FLSA:** Non-exempt

**CONFIDENTIAL:** No

---

**SUPERVISORY RESPONSIBILITIES:**

**DIRECT:** None

**INDIRECT:** WWTF Operator Lead serves as a shift operator and provides on-site work direction and technical guidance to WWTF Operator, Field Operator, Utility Worker, and Seasonal Labor.

---

**MINIMUM QUALIFICATION REQUIREMENTS:**

Unless required by law, experience and education may be substituted for each other upon approval by the Director of Utilities.

Minimum licensing requirement at hire:

- A valid California Class “C” driver’s license and proof of insurability
- SWRCB Water Distribution Grade 2
- SWRCB Wastewater Treatment Grade 3

Additional requirements post-hire:

- This position requires Collections Systems Maintenance within 1 year of hire, unless otherwise determined by the District.
- Must pass Standard First Aid, CPR, Sexual Harassment, and Ethics training within 3 months of hire.

**Required licensing must be maintained throughout employment. Loss of certification may lead to demotion or dismissal from employment.**

This position requires the ability to be “on-call” as part of a predefined schedule, to work a predefined alternative work schedule, and overtime as necessary. While on-call, the operator must be able to arrive at the District within 30 minutes, unimpaired and ready and able to work.

**EDUCATION:**

High School diploma or equivalent.

**EXPERIENCE:**

A minimum of four years of experience (with demonstrated increased responsibility) working in operation and maintenance in a grade 2 (or above) water or wastewater treatment plant; knowledge of District rules, procedures and regulations, California and Federal OSHA requirements and their application; ability to safely operate all construction related vehicles and equipment; ability to effectively utilize a personal computer and software such as Word, Excel, Outlook, Share Point; completion of a course in lead or supervisory duties at a journey level; proven ability to organize and manage competing priorities.

Desirable qualifications include a class "A" driver's license; bachelor's or associate's degree or additional training in Water, Wastewater, or a related Science field; and experience in and knowledge of recycled water systems and training in/knowledge of well, tank, and infrastructure maintenance.

---

#### **CONTACT RESPONSIBILITY:**

**INTERNAL:** Interacts with Director of Utilities and WWTF Operator to receive specific work assignments and review results; and with all other District personnel as required.

**EXTERNAL:** Interacts with the general public to answer basic questions during the course of carrying out the work assignment; with vendors to obtain parts and supplies; and with emergency service personnel as required.

---

#### **PHYSICAL REQUIREMENTS:**

Active physical work without prolonged heavy exertion. Ability to work on irregular surfaces for prolonged periods of time; traverse long distances; ascend hills and ladders; frequently reposition self to perform construction duties and access and maintain equipment; frequently move objects up to 50 lbs., infrequently move up to 100 pounds, occasionally move objects weighing over 100 lbs.; good communication and detection skills; must be able to wear appropriate safety equipment.

---

#### **ENVIRONMENTAL CONDITIONS:**

**Outside-**Exposure to dust, mud, fumes, odors, dampness, treated and untreated water, raw or treated sewage, recycled wastewater, noisy conditions, or outside weather conditions contact with animals and insects, hazardous traffic conditions, confined spaces, variable weather conditions, and possible exposure to heavy equipment.

**Indoors-** Office environment with lighting and ventilation subject to conversational noise from other personnel within the facility; standard background noise found in an office environment; and exposure to a computer screen.

---

#### **DETAILED DUTIES AND RESPONSIBILITIES:**

Under the general direction of the Director of Utilities, the WWTF Operator Lead serves as a shift operator & provides on-site work direction and technical guidance to WWTF Operator(s), utility workers, and seasonal laborers in the performance of construction, installation and maintenance work on pipelines, buildings and grounds, valves, pumps, meters, tanks, hydrants, telemetry, cathodic protection and related equipment, primarily at a WWTF. A working knowledge and understanding of District safety rules and regulations and active participation in the District safety programs is required. The ability to interact successfully in a team environment; support of the District Strategic Plan and Mission statement; and an ability to work

independently using sound judgment, with a clear understanding of goals, objectives, procedures and guidelines is essential. Excellent communication skills and regular and reliable attendance is required.

### **ESSENTIAL FUNCTIONS**

- Demonstrate excellent communication skills and reliable attendance.
- Professionally represents the District.
- Serve as Shift operator at the WWTF providing work direction and technical instruction to other utility personnel.
- Inspects work results performed by other utility personnel.
- Delegates labor resources effectively
- Operate and maintain the wastewater treatment facilities.
- Participate in training on all procedures, safety, use and operation of equipment, machinery and vehicles.
- Under direction operates and maintains the Potable water system
- Cleans and maintains the District Sewer Collection System.
- Performs administrative work as required:
- Prepares or assists in the preparation of required paperwork to document work performed at the job site.
- Responds to emergency situations using sound judgment.
- Maintenance of pumps, piping, telemetry, electrical systems and other systems at the Wastewater Treatment Facility and recycled water facilities.
- Utilize the skills of carpentry, painting, plumbing, plastering, welding, cement finishing, masonry and similar skills to perform the following: lay and join pipe; break out pavement for installation; maintain/repair mains and services; repair land areas for planting; install and maintain customer meters.
- Performs routine maintenance on District equipment and facilities.
- Operates a variety of equipment in the course of the above including (but not limited to) backhoe, earthmover, trucks, compressors, pneumatic hammers, drills and related machinery, welders, hand tools and similar equipment.
- Perform general housekeeping of District offices and facilities, and the Wastewater Treatment facility as needed or assigned.

### **PERIPHERAL FUNCTIONS:**

Assist in the operation of the Solid Waste Department and the Lighting/landscaping Department as assigned. Perform all other duties as assigned.

*The WWTF Operator Lead may not regularly perform all of the listed duties and/or may be required to perform additional or different duties to address business or staffing needs and changing business practices at the discretion of the Director of Utilities. The WWTF Operator Lead must be able to satisfactorily perform the essential functions of this position with or without reasonable accommodation. Any request for accommodation should be directed to the Director of Utilities.*